

Bidding Document Single Stage-Two Envelop Procedure

National Competitive Bidding “Procurement of Group Accidental Insurance Coverage for BISP Compliance Monitors”



Nurturing Women Empowerment

**BENAZIR INCOME SUPPORT PROGRAMM
GOVERNMENT OF PAKISTAN
April, 2021**

BIDDING DOCUMENTS

For

**Procurement of Group Accidental Insurance Coverage
for BISP Compliance Monitors**

NATIONAL COMPETITIVE BIDDING

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SECTION 1

Invitation to Bid

BENAZIR INCOME SUPPORT PROGRAMME
INVITATION FOR TECHNICAL & FINANCIAL PROPOSALS
PROCUREMENT OF GROUP ACCIDENTAL INSURANCE COVERAGE FOR BISP COMPLIANCE MONITORS
IFB# 1-103/Proc/Insurance/BISP/2021

Benazir Income Support Programme (BISP) is the largest Social Safety Net in Pakistan. BISP intends to "Procure Group Accidental Insurance Coverage for its Compliance Monitors" working under Waseela-e Taleem (WeT) Programme for three years with yearly extension basis. The approximate strength of "Compliance Monitors" is targeted to be 887 in numbers. BISP hereby invites sealed Proposals/Bids from interested Insurance Companies/Takaful (Eligible under Insurance Regulatory Framework of Pakistan) against the Scope of Work/Terms of Reference (TORs) mentioned in the bidding documents.

Interested Insurance Companies/Takaful registered with SECP, Income Tax and Sales Tax Departments and are on the Active Taxpayers List (ATL) of FBR with at least ten (10) years' experience of providing insurance services in Pakistan (since their registration) may obtain bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of Bids, Bid security, Bid validity, Bid opening, evaluation criteria etc. Bidding Documents can be obtain free of cost from BISP (www.bisp.gov.pk) and PPRA (www.ppra.org.pk) websites or from Room No. 236, Benazir Income Support Programme, F-Block, Pak. Secretariat, Islamabad.

A pre- Bid meeting will be held on 26th April, 2021 at 1130 hours in 2nd floor Committee Room of BISP (HQ), F-Block, Pak. Secretariat, Islamabad. Bidders are strongly encouraged to attend the Pre-Bid meeting. Minutes of pre-bid meeting shall be uploaded on the BISP website (www.bisp.gov.pk) if any change in bidding documents is suggested. Bidders are essentially required to go through the minutes of pre-bid meeting, as information provided in the minutes shall be integral part of the Bidding Documents, failure to comply pre-bid meeting instructions shall be considered as non-responsiveness which shall be a valid ground for rejection of bid.

Bidding shall be conducted as per Single stage – two envelopes procedure as per Public Procurement Rules, 2004. **"Technical" & "Financial" Proposals in sealed and separate envelopes, should reach the address given below on/or before 1100 hours by 7th May, 2021.** "Financial Bids" must be supported with Earnest Money/Bid Security i.e. 2% of the bid value in the shape of Bank draft/Call Deposit/Demand Draft/Banker's Cheque in the name of Director (Procurement), BISP

"Technical Bids" will be publically opened on the same day i.e. 7th May, 2021 at 1130 hours, in the presence of the bidders' designated representatives, at Benazir Income Support Programme, BISP Secretariat, F-Block, Secretariat, Islamabad. Whereas, the Financial Bids of technically qualified Insurance Companies shall be opened publically, later on.

Bidders are requested to give their best and final prices inclusive of all indirect taxes etc. as no negotiation on the price is allowed. BISP may reject all bids at any time prior to the acceptance of a bids by invoking rule 33 of Public Procurement Rule (PPR), 2004. In case public

holiday is announced on the day of pre-bid meeting or bid submission & opening date the same shall be held on the next working day.

Director (Procurement)
Benazir Income Support Programme,
BISP Secretariat, F – Block,
Pak. Secretariat, Islamabad.
Ph: 051-9246389

SECTION II

Instructions to Bidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

1.	Scope of Bid	<p>1.1 Benazir Income Support Programme (BISP), Government of Pakistan invites Bids for <u>“Procurement of Group Accidental Insurance Coverage for BISP Compliance Monitors”</u> The detailed requirements of the Services have been specified in the Scope of Work/TORs at Section – III of this document.</p> <p>1.2 Bidders (Insurance Companies/Takaful) must quote price for the complete scope of services. Any Bid covering partial scope of work shall stand non-responsive.</p>
2.	Source of Funds	2.1 Public Fund.
3.	Eligible Bidders	<p>3.1 This Invitation for Bids is open to all eligible Insurance Companies/Takaful in Pakistan. The details of Required Services are more specifically described in the Scope of Work/TORs (Section-III) of this document.</p> <p>3.2 “Eligibility & Qualification of Insurance Companies/Takaful” i.e. Mandatory Requirements. Bidder(s) shall furnish, as part of its the following mandatory documentary evidence to prove eligibility and qualifications to perform the Services:-</p> <p><u>a. Documents to be submitted with Sealed & Separate Technical Bid</u></p> <p>I. Signed & Stamped Technical Bid Form-I on official letter head of the company that is provided at Section V (Bid Forms) of the Bidding Documents.</p> <p>II. Name of the Insurance Company/Takaful with information of registered Head Office, Branch Offices, legal status, address, telephone number, fax number(s), website and e-mail address. In this regard the company’s profile should be attached covering detail of company registered offices, branches across the Pakistan, name of the authorized person to deal with BISP on behalf of the company;</p>

		<p>III. The Insurance Company/Takaful should be registered with Securities & Exchange Commission of Pakistan (SECP)/as per the requirement of the Insurance/Takaful Regulatory Framework of Pakistan. The Insurance Company/Takaful should have NTN and Sales Tax Registrations and should be on the Active Taxpayer List (ATL) of FBR. (Copies of valid documents must be attached).</p> <p>IV. Submit evidence of sound financial background and must have minimum (A-) Financial Strength Rating as per (PACRA).</p> <p>V. The Insurance Company/Takaful should have at least ten (10) years' experience of Insurance Services National/International (Insurance experience shall be counted from the date of company registration).</p> <p>VI. The detail of Insurance Company/Takaful clines including Group Accident Insurance Profile and client list with contact information.</p> <p>VII. Documentary evidence of expeditious and unencumbered settlement of insurance claims i.e. timely provision of benefits to injured workers and their dependents.</p> <p>VIII. Documentary evidences of company Claim Settlement Ratio.</p> <p>IX. Certificate that the Company shall have 24 hours insurance coverage all over Pakistan.</p> <p>X. The Insurance Company/Takaful must provide an Affidavit on stamp paper of Rs. 100/- duly attested by Notary Public showing that the company has never been blacklisted by any government/Semi/Autonomous organization in Pakistan.</p> <p>b. Documents to be submitted with Sealed & Separate Financial Bid</p> <p>XI. Singed and stamped Financial Bid Form-I provided at Section V (Bid Forms) of the bidding documents on official letterhead indicating the unit and total amount of premium for 887 "Compliance Monitors" along with the required documents.</p> <p>XII. The Insurance Company/Takaful will submit a Bid Security along with the Financial Bid amounting to</p>
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		<p>2% of the bid value (2% of the Annual Premium quoted for 887 Compliance Monitors) in the form of pay order/demand draft/call deposit in the name of Director (Procurement), BISP, Islamabad from any scheduled Bank in Pakistan. The Bid security of the successful bidder will be released upon providing the acceptable performance guarantee. The Bid security of unsuccessful bidders will also be released after award of contract to the successful bidder.</p> <p>XIII. Method of premium shall be annually.</p> <p>XIV. The successful Insurance Company/Takaful has to submit 10% of the total value of bid as performance Guarantee.</p> <p>Please Note that: The successful bidder will also provide Performance Guarantee amounting to 10% of the bid value which will be released to the company upon successful completion of the assignment.</p>
4.	Corruption and Fraud	<p>4.1 Corrupt and Fraudulent Practices include the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the Insurance company or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty”.</p> <p>4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of Bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.</p>

5.	Eligible Services	5.1 As described in the Scope of Work/TORs (Section-III).
6.	Cost of Bidding	<p>6.1 The Bidder shall bear all the costs associated with the preparation and submission of its Bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p> <p>6.2 The Bidders are expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of Bid submission will be at the Bidders own risk. Pursuant to ITB Clauses; 3, 17, 18 & 19, Bids which are not substantially responsive to the requirements of the Bidding Documents, will be rejected</p>
7.	Bidding for Complete work	7.1 A Bidder cannot choose for selective services as per the Scope of Work/TORs (Section III). THE BID MUST BE FOR THE COMPLETE SERVICES/SOLUTION. Partial Bids will be rejected.
8.	Pre-Bid Meeting	<p>8.1 A Pre-Bid Meeting will be held on 26thApril, 2021 at 1130 hours at BISP HQ Secretariat, F-Block, Pak. Secretariat, Islamabad.</p> <p>8.2 All the bidders are strongly encouraged to attend the Pre-bid meeting.</p> <p>8.3 The minutes of pre-bid meeting shall be uploaded on the BISP website (www.bisp.gov.pk) if any change in bidding documents is suggested. Bidders are essentially required to go through the minutes of pre-bid meeting, as information provided in the minutes shall be integral part of the Bidding Documents, failure to comply pre-bid meeting instructions shall be considered as non-responsiveness which shall be a valid ground for rejection of bid.</p> <p>8.4 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.</p>

The Bidding Procedure		
9.	The Governing Rules	<p>9.1 The Bidding procedure shall be governed as per the laws of Islamic Republic of Pakistan in accordance with the Public Procurement Rules-2004 issued and amended from time to time, by the Public Procurement Regulatory Authority (PPRA).</p>
10.	Applicable Bidding Procedure	<p>10.1 The bidding procedure is governed by Public Procurement Rule (PPR) 36 "Procedures of Open Competitive Bidding" sub-rule (b) "Single stage – Two Envelop procedure". Bidders are advised to refer to the PPR-2004 to confirm the Bidding procedure applicable in the bidding process.</p> <p>10.2 The bidding procedure prescribed in the Bid Data Sheet is explained herein below:</p> <p style="text-align: center;">Single Stage Two Envelope Procedure</p> <p>i) The bid shall comprise of a single package containing two separate sealed envelopes. Each envelope shall contain separately the "Financial Proposal/Bid" and the "Technical Proposal/Bid".</p> <p>ii) The envelopes shall be marked as "FINANCIAL BID" and "TECHNICAL BID" in bold and legible letters to avoid confusion. Two additional copies, made from the original, of Technical Bids shall also be submitted in separate and sealed envelope, duly marked as "Copy".</p> <p>iii) Initially, only the envelope marked as "TECHNICAL BID" shall be opened at BISP (HQ), F, Block, Secretariat, Islamabad, on the date and time prefixed in the Invitation for Bids (IFB) Notice in the presence of the bidders or their authorized representatives, who may choose to be present.</p> <p>iv) The envelope marked as "FINANCIAL BID" shall be retained in the custody of Procuring Agency without being opened.</p>

		<p>v) The Procuring Agency shall first establish the "Eligibility" and then evaluate the Technical Bid conforming to the compliance of the offered solution with the demanded Scope of Work and other terms & conditions, without reference to the price and reject any Bid which shall not conform to the specified requirements/schedule of requirements.</p> <p>vi) During the technical evaluation, no amendments in the technical Bid shall be permitted, however, if required, any clarification(s) which shall not constitute any material deviation of bid, may be asked. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.</p> <p>vi) The "FINANCIAL BIDS" of eligible and technically qualified Bidders shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance within the bid validity period.</p> <p>vii) The Financial Bid of ineligible and/or technically non-responsive bidders shall be returned un-opened to the respective Bidders subsequent to the announcement of "Bid Evaluation Report" (BER).</p> <p>viii) The Financial Bid found to be the most advantageous and lowest evaluated & responsive shall be accepted.</p>
10.2	Association of Insurance Companies	<p>10.2 Association of Insurance Companies/Takaful</p> <p>Companies interested to participate in Joint Venture (JV) arrangement should submit JV agreement along with information for each JV partner, which will be assessed independently regardless of capacity/experience of the other partner. In the JV mode each member shall be jointly and severally bound to the Client. There shall be a member to act as a leader of the JV. A Bid submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p>

		For firms in arrangement of lead & sub-consultant, only the experience and capacity of lead firm will be assessed. However, the terms and conditions of subcontract shall be submitted to the Client which will be reviewed so that the lead Agency shall remain fully liable for the performance of the Contract. Insurance company must clearly mention the type of association and provide relevant documents in the Technical Bid.
The Bidding Documents		
11.	Contents of the Bidding Documents	11.1 The services required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Document. In addition to the Invitation for Bids, this Bidding Documents include: <ul style="list-style-type: none"> a) Instructions to Bidders (ITB) b) Scope of Work/Services c) Evaluation Criteria d) Bid Forms e) Technical Forms f) Financial Forms g) Standard Forms h) Draft Contract Agreement
		11.2 The Bidder is expected to examine all instructions, forms, terms, and requirements in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.
12.	Clarification(s) on Bidding Documents.	12.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency's address i.e. Director (Procurement), BISP HQ Secretariat, F-Block, Pak. Secretariat, Islamabad. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than seven

		<p>(07) days prior to the deadline for the submission of Bids prescribed in the Invitation for Bids.</p> <p>All such amendments/clarification of the bidding documents shall be uploaded on the BISP website (www.bisp.gov.pk). The bidders are advised to essentially check the BISP website (www.bisp.gov.pk) before preparing and submitting bids. Failure to comply amendments of the bidding document shall be considered as non-responsiveness and may cause rejection of the bid.</p>
13.	Amendment(s) to the Bidding Documents.	<p>13.1 At any time prior to the deadline for submission of Bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).</p> <p>13.2 All such amendment/clarifications of the bidding documents shall be uploaded on the BISP website (www.bisp.gov.pk). The bidders are advised to essentially check the BISP website (www.bisp.gov.pk) before preparing and submitting bids. Failure to comply amendments of the bidding document shall be considered as non-responsiveness and may cause rejection of the bid.</p> <p>13.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids.</p>
Preparation of Bids		
14.	Language of Bids.	14.1 All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written in English.
15.	Documents comprising the	15.1 The Bid submitted by the bidder shall comprise of two sealed & separate envelopes submitted simultaneously, one

	<p>Bids.</p>	<p>containing, only the 'Technical bid' and the other the 'Financial bid'.</p> <p>The Technical Proposal/Bid shall contain the following:</p> <ul style="list-style-type: none"> (i) Bid Form for Technical Bid; (ii) Documents required for Eligibility and Qualification of the company; (iii) Supporting documents to confirm technical compliance. (iv) Documents as required under Technical Evaluation Criteria. <p>The Financial Proposal/Bid shall contain the following:</p> <ul style="list-style-type: none"> (a) Bid Form for Price/ Financial Bid; (b) Bid Security for the amount as specified in bidding document. <p>15.2 The Bidder shall complete the Bid Forms and Price Schedule furnished in the bidding documents, indicating a detailed description duly supported with all necessary details with the proposed price.</p>
<p>16.</p>	<p>Bid Price</p>	<p>16.1 Bidders shall quote for the entire services as a "single premium" i.e. per Compliance Monitor price. There are two separate slabs of Sum Insured, therefore, Single premium for Sum Insured PKR 1 Million and Single Premium for Sum Insured PKR 1.5 Million shall be quoted.</p> <p>The total bid price covers all BSP's obligations mentioned in respect of completion of requirements as per Scope of Work/TORs (Section-III) and all the applicable administrative cost and indirect taxes.</p> <p>16.2 Bidders shall give price in the manner and detail called for in the Schedule of Price, duly typed and printed on the bidder's letterhead. Any alteration/correction must</p>

		<p>be initiated. Every page of the bid is to be signed and stamped at the bottom.</p> <p>16.3 In the Schedule of price, Bidders shall quote the price inclusive of all applicable indirect taxes (GST). However, all applicable indirect taxes will be reflected separately in the price schedule.</p> <p>16.4 The Bidder is required to offer a competitive price. The quoted price must include all applicable indirect taxes (GST) as per Laws of Pakistan. However, all applicable indirect taxes (GST) will be reflected separately in the price schedule.</p> <p>16.5 Price quoted by the bidder shall not be subject to any adjustment during performance of the contract. No price adjustment provision will be taken into consideration in bid evaluation.</p>
17.	Bid Currencies	17.1 Price shall be quoted in Pak Rupees.
18.	Bid Security	<p>18.1 The Bidder shall furnish, as part of its bid, a Bid Security i.e. 2% of the bid value in the shape of pay order/demand draft/ call deposit in the name of Director (Procurement), BISP. The Bid Security must be provided with the Financial Bid and only its reference number (not the value of the bid security) may be mentioned in Technical Bid Form. Unsuccessful bidder's Bid Security shall be discharged or returned soon after announcement of the Bid Evaluation Report (BER).</p> <p>No personal cheques shall be acceptable at any cost.</p> <p>18.2 The successful Bidder's Bid Security shall be discharged upon signing of contract and upon furnishing</p>

		<p>the performance security.</p> <p>18.3 The bid Security may be forfeited:</p> <p>(a) If a Bidder withdraws its bid during the period of bid validity;</p> <p style="text-align: center;">or</p> <p>(b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security.</p>
19.	Bid Validity	<p>19.1 Bids shall remain valid for 120 days after the date of opening of technical bid prescribed by the Procuring Agency.</p> <p>19.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their Bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.</p> <p>19.3 Bidders who;</p> <p>(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their Bids; and</p> <p>(b) do not agree to an extension of the bid validity period shall be allowed to withdraw their Bids without forfeiture of their bid securities.</p>
Submission of Bids		

20.	Sealing and Marking of Bids	<p>20.1 The envelopes shall be marked as “FINANCIAL PROPOSAL/BID” and “TECHNICAL PROPOSAL/BID” in bold and legible letters to avoid confusion. Similarly, the Bidder shall seal the Bids in separate envelopes. The envelopes shall then be sealed in an outer envelope.</p> <p>The Bidder must submit: (a) Technical Bid: one (1) original and two (02) copies of original; (b) Financial Bid: one (1) original.</p> <hr/> <p>20.2 The inner and outer envelopes shall:</p> <p>(a) be addressed to the Procuring Agency at the address given in the Invitation for Bids; and</p> <p>(b) Bid Reference No. indicated in Invitation for Bid, and a statement: “DO NOT OPEN BEFORE”, the time and the date specified in the invitation for bid for opening of Bids.</p> <hr/> <p>20.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is late.</p> <hr/> <p>20.4 If the outer as well as inner envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.</p>
21.	Deadline for Submission of Bids	<p>21.1 Bids must be submitted by the Bidders on/or before 1100 hours by 7th May, 2021 at the office of Director (Procurement), Procurement Wing, BISP Secretariat, F-Block, Pak. Secretariat, Islamabad.</p> <hr/> <p>21.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of Bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>

22.	Late Bids	22.1 Any bid received by the Procuring Agency after the deadline for submission of Bids prescribed by the Procuring Agency pursuant to ITB Clause 21.1 shall be rejected and returned unopened to the Bidder.
23.	Withdrawal of Bids	23.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of Bids.
		23.2 No bid may be withdrawn in the period between deadline for submission of Bids and the expiration of the period of bid validity specified in ITB Clause 19.1. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder.
Opening and Evaluation of Bids		
24.	Opening & Evaluation of Technical & Financial Bid by the Procuring Agency	24.1 The "Technical Proposals/Bids" received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives who may choose to be present at BISP HQ, Secretariat, Islamabad on 7th May, 2021 at 1130 hours. No Technical Bid shall be rejected at opening, except for late Bids, which shall be returned unopened to the Bidder.
		24.2 All those Bidders who are present at the time of bid opening shall sign an attendance sheet.
		24.3 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical bids. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations.
		24.4 The Technical Bids shall then be evaluated conforming the Eligibility & Qualification Requirements and then the compliance of the Scope of Work/TORs (Section-III) and Evaluation Criteria.

		<p>24.5 The Financial Bids of technically qualified (i.e. compliant to the Scope of Work and other terms & conditions) bidders shall be opened publically on a specified date, time and venue which shall be communicated to the bidders.</p> <p>24.6 The Procuring Agency shall open one Financial Bid at a time and read out aloud its contents which may include name of the Bidder, unit price. The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Public Procurement Rules-2004,</p>
		<p>24.7 In the Financial Bids the arithmetical errors shall be rectified on the following basis:-</p> <p>(a) If there is a discrepancy between words and figures, the amount in words shall prevail.</p>
25.	Rejection of Bids	<p>25.1 The Procuring Agency may reject all Bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of all Bids, but is not required to justify those grounds.</p> <p>25.2 The Procuring Agency incurs no liability, solely by virtue of its invoking PPR Rule 33(1) towards Bidders who have submitted Bids.</p> <p>25.3 Notice of the rejection of all Bids shall be given promptly to the concerned Bidders that submitted Bids.</p>
26.	Re-Bidding	<p>26.1 If the Procuring Agency rejected all Bids in pursuant to ITB Clause 25, it may call for a re-bidding. The Procuring Agency, if it deems necessary may prescribe another method of procurement not inconsistent with the Public Procurement Rules-2004.</p>

		26.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.
27.	Announcement of Evaluation Report	27.1 The Procuring Agency shall announce the results of the bid evaluation in form of a report as per Rule 35 of the PPR-2004 giving justification for acceptance or rejection of Bids at least ten days prior to the award of procurement Contract.
28.	Contacting the Procuring Agency	28.1 No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing. 28.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.
Award of Contract		
29.	Acceptance of Bid and Award Criteria	29.1 The Bidder whose bid is found to be the most advantageous bid conforming to the Qualification/ Evaluation Criteria prescribed in Section IV and having the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.
30.	Notification of Award	30.1 Prior to the expiration of the period of bid validity, the Procuring Agency will notify to the successful Bidder in writing that his bid has been accepted.

		<p>30.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.</p> <p>30.3 The enforcement of the Contract shall be governed by Rule 44 of the PPR-2004.</p>
31.	Limitation on Negotiations	<p>31.1 Negotiations, that may be undertaken in finalization of the Contract shall not relate to the price or substance of bid specified by the Bidder, but only to minor technical, contractual or logistical details.</p>
32.	Signing of Contract	<p>32.1 The bidder whose bid has been accepted will be sent a notification of award by BISP prior to expiration of Bid Validity Period. At the same time Procuring Agency will notify the successful Bidder that its bid has been accepted and asked the bidder to authorize the representative of the bidder for signing of the Contract.</p> <p>32.2 Within 10 days of receipt of the notification of award, the successful Bidder and Procuring Agency shall sign the contract.</p> <p>32.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the bidder may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new Bids.</p> <p>32.4 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document</p>
33.	Performance Guarantee	<p>33.1 Upon issuance of notification of Award of Contract and before signing of the contract ,the successful Bidder shall furnish Performance Guarantee amounting to 10%</p>

		<p>value of the bid in shape of unconditional Bank Guarantee as per the format provided in the bidding document, from any schedule Bank of Pakistan.</p>
		<p>33.2 The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee and upon confirmation (in writing) of genuineness of the Performance Guarantee from the issuing bank.</p>
		<p>33.3 Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security.</p>
		<p>33.4 The performance security shall be kept by the Procuring Agency till the completion of the contract.</p>

SECTION III
SCOPE OF WORK/SERVICES

**PROCUREMENT OF GROUP ACCIDENTAL INSURANCE COVERAGE FOR BISP COMPLIANCE
MONITORS UNDER WET**

Scope of Work/Terms of Reference (TORs)

A. Preamble:

Benazir Income Support Programme (BISP) intends to acquire the services of a well reputed insurance company/Takaful (All Insurers eligible under Insurance Regulatory Framework of Pakistan) through open bidding process by following PPRA Rules to have a healthy competition and best insurance services. The basic objective of this exercise is to provide Group Accident Insurance Coverage to “Compliance Monitors” working under Waseela-e-Taleem (WeT) Program of BISP. “Compliance Monitors” drive official motor bikes and therefore are exposed to the risk of accident during performance of their official duties during the working hours. The approximate strength of “Compliance Monitors” is targeted to be 887 in number, which may vary in accordance with the requirement of the programme. The “Compliance Monitors” of BISP are posted across the country.

As per “Single Stage-Two Envelop Bidding Process” of PPRA Rule No. 36 (b), interested insurance companies shall submit their sealed Technical & Financial Proposals as per the scope of work/details described henceforward. Selection of Insurance Company shall be made on the basis of most advantageous proposal that is with low premium cost with maximum benefits. The insurance coverage is to be strictly confined only to the accident related matters resulting in unfortunate injuries/ disabilities / death. BISP intends to insure the sum of PKR 1,000,000/- OR PKR 1,500,000 for Accidental Death during performance of official duty of the Compliance Monitors. The final sum to be insured shall be decided by the BISP Management keeping in view the available resources.

B. Scope of Group Accidental Insurance Coverage:

I. Group Insurance Eligible Employees:

BISP appoints “Compliance Monitors” on contractual basis for a period of one year under WeT program in BISP, HQ and Regional Tehsil Offices of BISP across the country with a maximum age limit of 30 years. The approximate strength of “Compliance Monitors” is targeted to be 887 in numbers. However, BISP may increase or decrease the numbers as per its operational requirement.

II. Categories of staff:

- 887 Numbers Compliance Monitor of BISP.

III. Tenure for Insurance Services:

- Three years subject to performance based yearly extension.

IV. Payment of Premium:

- BISP shall make annual premium payment to the successful Insurance Company/Takaful.

V. Time for settlement of claims:

- The Insurer shall propose the maximum time and mechanism it shall adopt to settle the BISP claims. Payment of Liquidated Damages on late settlement of claims shall be applied as per the late settlement of claims requirements defined under Insurance Ordinance 2000/Rules i.e. (Insurance Regulatory Framework of Pakistan).

VI. Benefits Required: Sum Insured (SI): Separate offers for SI i.e. PKR 1,000,000 /- and PKR 1,500,000/- to be furnished for the following risks coverage:

- Accidental death:** The family of the Compliance Monitor (insured) shall receive the compensation if an injury that costed his/her life i.e. 100% Sum Insured and Medical Reimbursement as per actual (If any) not exceeding 50% of the SI;
- Accidental Permanent Total Disability in Any Occupation :** In case of Compliance Monitor's (Insured) accident and if that leads to his/her permanent total disability i.e. a medical condition wherein Compliance Monitor gets incapacitated and cannot perform his/her own occupation. In that case compensation i.e. 100% Sum Insured and Medical Reimbursement as per actual (If any) not exceeding 50% of the SI shall be paid to the Compliance Monitor;
- Accidental Permanent Partial Disability:** if the Compliance Monitor (Insured) gets disabled partially i.e. an impairment that do not go away after the insured recovered from an accident. In that case 25% or 50% (As per the attached list of injuries deemed to result in Permanent Partial Disablement) of the total Sum Insured and Medical Reimbursement as per actual (If any) not exceeding 50% of the SI shall be paid to the Compliance Monitor.
- Medical Reimbursement:** All the hospitalization charges and medical expenses related to the injury shall be reimbursement as per actual. In case the injury leads to above mentioned (a), (b) & (c) conditions then the hospitalization/medical expenses (as per actual) and the total Sum Insured for category (a) & (b) and 50% of the Sum Insured in case of category (c) shall be paid by the Insurance Company. In case of only

Hospitalization/Medical expense are incurred by the Compliance Monitor (Insured) as a result of the accident and no condition as defined under (a), (b) & (c) exists then Medical Reimbursement (as per actual) shall be paid to the Compliance Monitor by the Insurance Company. **The maximum Hospitalization/Medical Reimbursement in all cases shall not exceed 50% of the Sum Insured.**

C. Scale of Compensation:

S.No.	Description of Injuries	Category/Benefits required as per clause B (VI) above of Scope of Work
a. List of injuries deemed to result in death		
1.	All injuries resulted in Accidental Death	100 % SI and Benefits as per 3(a) – Accidental Death.
b. List of injuries deemed to result in permanent total disablement		
1.	Loss of both hands or amputation at higher sites	100 % SI and Benefits as per 3(b) - Permanent Total Disability.
2.	Loss of a hand and a foot	100 % SI and Benefits as per 3(b) - Permanent Total Disability.
3.	Double amputation through leg or thigh or amputation through leg or thigh on one side and loss of other foot	100 % SI and Benefits as per 3(b) - Permanent Total Disability.
4.	Loss of sight to such an extent as to render the claimant unable to perform any work for which eyesight is essential	100 % SI and Benefits as per 3(b) - Permanent Total Disability.
5.	Very severe facial disfigurement	100 % SI and Benefits as per 3(b) - Permanent Total Disability.
6.	Absolute deafness	100 % SI and Benefits as per 3(b) - Permanent Total Disability.
c. List of injuries deemed to result in permanent partial disablement		
c (i) Amputation cases—upper limbs (either arms)		
1.	Amputation through shoulder joint	50% SI and Benefits as per 3(c)- Permanent Partial Disability
2.	Amputation below shoulder with stump less than 8" from tip of acromion	50% SI and Benefits as per 3(c)- Permanent Partial Disability
3.	Amputation from 8" from tip of acromion to less than 4½" below tip of olecranon	50% SI and Benefits as per 3(c)- Permanent Partial Disability

4.	Loss of hand or of the thumb and four fingers of one hand or amputation from 4½" below tip of olecranon	50% SI and Benefits as per 3(c)-Permanent Partial Disability
5.	Loss of thumb	25% SI and Benefits as per 3(c)-Permanent Partial Disability
6.	Loss of thumb and its metacarpal bone	25% SI and Benefits as per 3(c)-Permanent Partial Disability
7.	Loss of four fingers of one hand	50% SI and Benefits as per 3(c)-Permanent Partial Disability
8.	Loss of three fingers of one hand	25% SI and Benefits as per 3(c)-Permanent Partial Disability
9.	Loss of two fingers of one hand	25% SI and Benefits as per 3(c)-Permanent Partial Disability
10.	Loss of terminal phalanx of thumb	25% SI and Benefits as per 3(c)-Permanent Partial Disability
c (ii) Amputation cases – lower limbs		
1.	Amputation of both feet resulting in end bearing stumps	50% SI and Benefits as per 3(c)-Permanent Partial Disability
2.	Amputation through both feet proximal to the metatarso phalangeal joint	50% SI and Benefits as per 3(c)-Permanent Partial Disability
3.	Loss of all toes of both feet through the metatarso phalangeal joint	25% SI and Benefits as per 3(c)-Permanent Partial Disability
4.	Loss of all toes of both feet proximal to the proximal inter phalangeal joint	25% SI and Benefits as per 3(c)-Permanent Partial Disability
5.	Loss of all toes of both feet distal to the proximal interphalangeal joint	25% SI and Benefits as per 3(c)-Permanent Partial Disability
6.	Amputation at hip	50% SI and Benefits as per 3(c)-Permanent Partial Disability
7.	Amputation below hip with stump not exceeding 5" in length measured from tip of great trochanter	50% SI and Benefits as per 3(c)-Permanent Partial Disability
8.	Amputation below hip with stump exceeding 5" in length measured from tip of great trochanter but not beyond middle thigh	50% SI and Benefits as per 3(c)-Permanent Partial Disability

9.	Amputation below middle thigh to 3½" below knee	50% SI and Benefits as per 3(c)- Permanent Partial Disability
10.	Amputation below knee with stump exceeding 3½" but not exceeding 5"	50% SI and Benefits as per 3(c)- Permanent Partial Disability
11.	Amputation below knee with stumps exceeding 5"	25% SI and Benefits as per 3(c)- Permanent Partial Disability
12.	Amputation of one feet resulting in end-bearing	25% SI and Benefits as per 3(c)- Permanent Partial Disability
13.	Amputation through one foot proximal to the metatarsophalangeal joint	25% SI and Benefits as per 3(c)- Permanent Partial Disability
14.	Loss of all toes of one foot through the mataratsophalangeal joint	25% SI and Benefits as per 3(c)- Permanent Partial Disability
c (iii) Other injuries		
1.	Loss of one eye, without complication or the other being normal	25% SI and Benefits as per 3(c)- Permanent Partial Disability
2.	Loss of vision of one eye without complications disfigurement of eyeball, the other being normal	25% SI and Benefits as per 3(c)- Permanent Partial Disability

D. Eligibility & Qualification: The following documents are to be submitted by the Insurance Company to establish its eligibility and qualification:

i. Documents to be submitted with Sealed Separate Technical Proposal

- a. Signed & Stamped Technical Bid Form-I provided at Section V (Bid Forms) of the Bidding Documents.
- b. Name of the Insurance Company/Takaful with information of registered Head Office, Branch Offices, legal status, address, telephone number, fax number(s), website and e-mail address. In this regard the company's profile should be attached covering detail of company registered offices, branches across the Pakistan, name of the authorized person to deal with BISP on behalf of the company;
- c. The Insurance Company/Takaful should be registered with Securities & Exchange Commission of Pakistan (SECP)/as per the requirement of the Insurance/Takaful Regulatory Framework of Pakistan. The Insurance Company/Takaful should have NTN and Sales Tax Registrations and should be on the Active Taxpayer List (ATL) of FBR. (Copies of valid documents must be attached).

- d. Submit evidence of sound financial background and must have minimum (A-) Financial Strength Rating as per (PACRA).
- e. The Insurance Company/Takaful should have at least ten (10) years' experience of Insurance Services National/International (Insurance experience shall be counted from the date of company registration with SECP).
- f. The detail of Insurance Company/Takaful clines including Group Accident Insurance Profile and client list with contact information.
- g. Documentary evidence of expeditious and unencumbered settlement of insurance claims i.e. timely provision of benefits to injured workers and their dependents.
- h. Documentary evidences of company Claim Settlement Ratio.
- i. Certificate that the Company shall have 24 hours insurance coverage all over Pakistan.
- j. The Insurance Company/Takaful must provide **an Affidavit on stamp paper of Rs. 100/-** duly attested by Notary Public showing that the company has never been blacklisted by any government/Semi/Autonomous organization in Pakistan.

ii. Documents to be submitted with Sealed Separate Financial Proposal

- a. Singed and stamped Financial Bid Form-I provided at Section V (Bid Forms) of the bidding documents on official letterhead indicating the unit and total amount of premium for 887 "Compliance Monitors" along with the required documents.
- b. The Insurance Company/Takaful will submit a Bid Security along with the Financial Bid amounting to 2% of the bid value (2% of the Annual Premium quoted for 887 Compliance Monitors) in the form of pay order/demand draft/call deposit in the name of **Director (Procurement), BISP, Islamabad** from any scheduled Bank in Pakistan. The Bid security of the successful bidder will be released upon providing the acceptable performance guarantee. The Bid security of unsuccessful bidders will also be released after award of contract to the successful bidder.
- c. Method of premium shall be annually.
- d. The successful Insurance Company/Takaful has to submit 10% of the total value of bid as performance Guarantee.

Note: In case of non-submission of complete documents as per the requirement, the bidder will be declared as non-responsive and its bid may be rejected.

E. Technical Proposal Evaluation Criteria

S. No.	Criteria Description	Distribution of Marks	*Maximum Marks
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1.	Insurer Financial Strength Rating (Current/Active) as per Pakistan Credit Rating Agency (PACRA).	<ul style="list-style-type: none"> • AAA = 30 • AA+ = 28 • AA = 24 • AA- = 20 • A+ = 15 • A = 10 • A- = 05 	Maximum 30 Marks
2.	Operational Plan of Insurer for settlement of claims (Please mention the number of calendar days & proposed mechanism for prompt settlement of BISP Claims including special arrangements like dedicated staff/desk etc.) and provide a plan for 24 hours insurance coverage across the country.	<ul style="list-style-type: none"> • Well documented Plan = 20 Marks • Satisfactory Plan = 10 Marks • Moderate Satisfactory Plan = 05 Marks 	Maximum 20 Marks
3.	Documented evidence of company's current Claim Settlement Ratio (CSR).	<ul style="list-style-type: none"> • 90% and above = 20 Marks • 80% and above = 10 Marks 	Maximum 20 Marks
4.	Documentary evidence of Gross Written Primum (GWP) in Life Insurance Business in any one year of the last three cylinder years i.e. CY 2018/CY 2019/CY 2020.	<ul style="list-style-type: none"> • PKR 5 Billion & above= 10 Marks; • PKR 2.5 Billion & above= 05 Marks; • PKR 1 Billion & above= 2.5 Marks 	Maximum 10 Marks
5.	Documentary Evidence of Insurance Company (Insurer) Established Offices.	<ul style="list-style-type: none"> • Karachi = 01 • Lahore = 01 • Peshawar = 02 • Quetta = 02 • GB = 02 • AJK = 02 	Maximum 10 Marks
6.	Valid ISO certified Insurance Company	<ul style="list-style-type: none"> • Valid ISO 9001 Certification = 05 Marks • Other Than ISO 9001 Certification = 2.5 Marks/Each 	Maximum 05 Marks

7.	Documentary evidence of numbers of Clients in Corporate/Public in Group Accidental Insurance Coverage.	<ul style="list-style-type: none"> • 20 & above Clients = 05 Marks • Between 10-19 Clients =03 Marks • Between 5-09 Clients =1.5 Marks 	Maximum 05 Marks
Total Marks			100 Marks

*Minimum passing marks as 70/100.

- F. The duration of contract shall be three years, whereas, the contract shall be reviewed on yearly basis and upon satisfactory performance of the Insurance Company, the next year term shall be commenced.

SECTION IV

EVALUATION CRITERIA

Evaluation Criteria Technical Proposals

S. No.	Criteria Description	Distribution of Marks	*Maximum Marks
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1.	Insurer Financial Strength Rating (Current/Active) as per Pakistan Credit Rating Agency (PACRA).	<ul style="list-style-type: none"> • AAA = 30 • AA+ = 28 • AA = 24 • AA- = 20 • A+ = 15 • A = 10 • A- = 05 	Maximum 30 Marks
2.	Operational Plan of Insurer for settlement of claims (Please mention the number of calendar days & proposed mechanism for prompt settlement of BISP Claims including special arrangements like dedicated staff/desk etc.) and provide a plan for 24 hours insurance coverage across the country.	<ul style="list-style-type: none"> • Well documented Plan = 20 Marks • Satisfactory Plan = 10 Marks • Moderate Satisfactory Plan = 05 Marks 	Maximum 20 Marks
3.	Documented evidence of company's current Claim Settlement Ratio (CSR).	<ul style="list-style-type: none"> • 90% and above = 20 Marks • 80% and above = 10 Marks 	Maximum 20 Marks
4.	Documentary evidence of Gross Written Primum (GWP) in Life Insurance Business in any one year of the last three cylinder years i.e. CY 2018/CY 2019/CY 2020.	<ul style="list-style-type: none"> • PKR 5 Billion & above = 10 Marks; • PKR 2.5 Billion & above = 05 Marks; • PKR 1 Billion & above = 2.5 Marks 	Maximum 10 Marks
5.	Documentary Evidence of Insurance Company (Insurer) Established Offices.	<ul style="list-style-type: none"> • Karachi = 01 • Lahore = 01 • Peshawar = 02 • Quetta = 02 • GB = 02 • AJK = 02 	Maximum 10 Marks
6.	Valid ISO certified Insurance Company	<ul style="list-style-type: none"> • Valid ISO 9001 Certification = 05 Marks • Other Than ISO 9001 Certification = 2.5 Marks/Each 	Maximum 05 Marks

7.	Documentary evidence of numbers of Clients in Corporate/Public in Group Accidental Insurance Coverage.	<ul style="list-style-type: none"> • 20 & above Clients = 05 Marks • Between 10-19 Clients =03 Marks • Between 5-09 Clients =1.5 Marks 	Maximum Marks 05
Total Marks			100 Marks

Minimum Passing Marks as 70/100.

SECTION V

BID FORM

TECHNICAL BID FORM 1

Letter of Intention

Bidder's Ref No.

1-103/Proc/BISP/Insurance/21

Name of the Contract: PROCUREMENT OF GROUP ACCIDENTAL INSURANCE COVERAGE FOR BISP COMPLIANCE MONITORS

To:

Director (Procurement),
Benazir Income Support Programme,
BISP Secretariat, F – Block,
Pak. Secretariat, Islamabad.

Dear Sir,

Having examined the bidding documents, including Addenda Nos. [insert numbers& Date of individual Addendum (if applicable)] the receipt of which is hereby acknowledged, we, the undersigned, offer to provide "Group Accidental Insurance Coverage for BISP Compliance Monitors" under the above-named Contract in full conformity with the said bidding documents and at the rates/unit price described in the price schedule provided in separate sealed Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of Financial Bid.

We undertake, if our Technical Bid qualifies and our Financial Bid is accepted, to provide the required Services in accordance with the Scope of Work/TORs (Section-III).

If our Financial Bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding document.

We agree to abide by this bid, for the Bid Validity period of 120 days as specified in the Bid document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility & qualification requirements as per ITB clause 3 of the bidding document and has duly provided earnest money of 2% value of the bid in the shape of pay order/demand draft/ call deposit bearing No._____ dated _____ 2021 in the name of _____ with our Financial Bid.

Dated this [insert: number] day of [insert: month], [insert: year].

Signed: In the capacity of [insert: title or position] duly authorized to sign this bid for and on behalf of [insert: name of Bidder

BID FORM 2

Name of the Bidder:-

Mandatory Documentary Evidence: **Eligibility of the Bidders** (Technical Proposal)

S. No.	Required Documentation (To Be Filled by the Procuring Agency)	Checklist (To be initialed by the Bidder against each document)	Relevant Page Number in the Bid (To be filled by the Bidder)
Column:1		Column:2	Column:3
1.	Signed & Stamped Technical Bid Form-I provided at Section V (Bid Forms) of the Bidding Documents.		
2.	Name of the Insurance Company/Takaful with information of registered Head Office, Branch Offices, legal status, address, telephone number, fax number(s), website and e-mail address. In this regard the company's profile should be attached covering detail of company registered offices, branches across the Pakistan, name of the authorized person to deal with BISP on behalf of the company;		
3.	The Insurance Company/Takaful should be registered with Securities & Exchange Commission of Pakistan (SECP)/as per the requirement of the Insurance/Takaful Regulatory Framework of Pakistan. The Insurance Company/Takaful should have NTN and Sales Tax Registrations and should be on the Active Taxpayer List (ATL) of FBR. (Copies of valid documents must be attached).		
4.	Submit evidence of sound financial background and must have minimum (A-) Financial Strength Rating as per (PACRA).		
5.	The Insurance Company/Takaful should have at least ten (10) years' experience of Insurance Services National/International (Insurance experience shall be counted from the date of company registration with SECP).		

6.	The detail of Insurance Company/Takaful clines including Group Accident Insurance Profile and client list with contact information.		
7.	Documentary evidence of expeditious and unencumbered settlement of insurance claims i.e. timely provision of benefits to injured workers and their dependents.		
8.	Documentary evidences of company Claim Settlement Ratio.		
9.	Documents/Certificate that the Company shall have 24 hours insurance coverage all over Pakistan.		
10.	The Insurance Company/Takaful must provide an Affidavit on stamp paper of Rs. 100/- duly attested by Notary Public showing that the company has never been blacklisted by any government/Semi/Autonomous organization in Pakistan.		

BID FORM 2.1

Name of the Bidder

Bidder's Reference No:

Documentary Evidence: **Evaluation Criteria**

S. No	Technical Requirements/ Scope of Work	Compliance (Yes/No)	Relevant Page Number in the Bid (To be filled/ by the Bidder)	Supporting Documents <i>(To be filled by the Bidder with name of the documents that are submitted to meet the requirement)</i>
1	Insurer Financial Strength Rating (Current/Active) as per Pakistan Credit Rating Agency (PACRA).			
2	Operational Plan of Insurer for settlement of claims (Please mention the number of calendar days & proposed mechanism for prompt settlement of BISP Claims including special arrangements like dedicated staff/desk etc.) and provide a plan for 24 hours insurance coverage across the country.			
3	Documented evidence of expeditious and unencumbered Claim Settlement Ratio (CSR)			
4	Documentary evidence of Gross Written Primum (GWP) in Life Insurance Business in any one year of last two cylinder years i.e. CY 2019 or CY 2020.			
5	Documentary Evidence of Insurer Established Offices.			

6	Valid ISO certified Insurance Company			
7	Documentary evidence of numbers of Clients in Corporate/Public in Group Accidental Insurance Coverage.			

FINANCIAL BID FORM 1

Price Schedule

Name of the Bidder: _____

Note: This form must cover all the costs associated to perform the required services including all indirect taxes. Bidders must quote price for the complete scope of services as a single premium for Sum Insured PKR 1.0 Million/Compliance Monitor/ Year basis and single premium for Sum Insured PKR 1.5 Million/Compliance Monitor/Year basis inclusive of all administrative cost and indirect taxes.

Bidders shall quote the price inclusive of all applicable indirect taxes (GST). However, all applicable indirect taxes will be reflected separately in the price schedule. The total price, net of General Sale Tax or any other Indirect Tax mentioned in the bid, shall be considered for evaluation.

A. Group Accidental Insurance Coverage for Sum Insured PKR 1.0 Million

Sr. No.	Premium for Group Accidental Insurance Coverage for BISP Compliance Monitors as per Section III (Scope of Work/TORs) of Bidding Documents.	Unit Price PKR	Numbers of Compliance Monitors	Total Price PKR
a.	Group Accidental Insurance Coverage		887	
b.	Applicable Indirect Taxes (GST)		887	
c.	a + b			

B. Group Accidental Insurance Coverage for Sum Insured PKR 1.5 Million

Sr. No.	Premium for Group Accidental Insurance Coverage for BISP Compliance Monitors as per Section III (Scope of Work/TORs) of Bidding Documents.	Unit Price PKR	Numbers of Compliance Monitors	Total Price PKR
a.	Group Accidental Insurance Coverage		887	
b.	Applicable Indirect Taxes (GST)		887	
c.	a + b			

Signature: -----

Designation: -----

Date: -----

Official Stamp: -----

SECTION VI

STANDARD FORMS

1. Form of Performance Security

To:
Director (Procurement)
Benazir Income Support Programme,
BISP Secretariat, F – Block,
Pak. Secretariat, Islamabad.

Whereas [Name of Insurance Company/Takaful] (hereinafter called “the Insurance Company”) has undertaken, in pursuance of Contract No. [number] dated [date] to provide [Group Accidental Insurance Coverage] (hereinafter called “the Contract”).

And whereas it has been stipulated by you in the said Contract that the Insurance Company shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the bid value as a Security for compliance with the Group Accidental Insurance Coverage performance obligations in accordance with the Contract.

And whereas we have agreed to give the Insurance Company a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Insurance Company, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Insurance Company to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 2022

Signature and Seal of the Guarantors/ Bank

Address Date

2. Form of Integrity Pact

Contract No. _____

Dated _____

Contract Value: _____

Contract Title: _____

[name of Insurance Company/Takaful] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

2. Without limiting the generality of the foregoing, [Insurance Company/Takaful] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

3. [Insurance Company/Takaful] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

4. [Insurance Company/Takaful] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

5. Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Procuring Agency:	Name of Insurance Company/Takaful:
.....	
Signature:	Signature:
[Seal]	[Seal]

SECTION VII
Draft Contract
Agreement

Form of Contract

LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, Benazir Income Support Programme (BISP), Government of Pakistan, having its principal place of business at BISP Headquarter, F-Block, Pak Secretariat, Islamabad (hereinafter called the "BISP") and, on the other hand, [name of Insurance Company/Takafu] (hereinafter called the "Insurance Company").

WHEREAS

- (a) the BISP has requested the Insurance Company to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Insurance Company, having represented to the BISP that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of PKRper applicant and thereby the total price inclusive of all applicable indirect taxes. The contract price shall be valid for three years from the date of signing of the Contract. However, yearly renewal of the contract on the basis of satisfactory performance is required during the Contract performance period. The contract period can be extended for another one year after three years subject to satisfactory performance of the Services Provider;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Insurance company 's Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) The following Appendix:

Appendix A: Scope of Services

2. The mutual rights and obligations of the BISP and the Insurance Company shall be as set forth in the Contract, in particular:

- (a) the Insurance Company shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the BISP shall make payments to the Insurance Company in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of BISP]

[Authorized Representative]

For and on behalf of [name of Insurance Company]

[Authorized Representative]

Conditions of Contract and Contract Forms

Section VIII - General Conditions of Contract

A. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (b) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (c) "GCC" means these General Conditions of Contract;
- (d) "Government" means the Government of Pakistan;
- (e) "Currency" means the currency of the Islamic Republic of Pakistan;
- (f) "Party" means the BISP or the Insurance Company, as the case may be, and "Parties" means both of them;
- (g) "Personnel" means persons hired by the Insurance Company or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- (h) "Insurance Company" means Insurance Company/Takaful operating in Pakistan under Insurance Regulatory Framework whose Bid to provide the Insurance Services has been accepted by the BISP;
- (i) "Insurance Company's Bid" means the complete Bidding Document submitted by the Insurance Company to the BISP;

- (j) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- (k) "Services" means the work to be performed by the Insurance Company pursuant to this Contract, as described in Appendix A; and in the Insurance Company's Bid.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.

1.3 Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or facsimile to such Party at the address specified in the SCC.

1.5 Location

The Services shall be performed across Pakistan as are specified in Appendix A and at such locations as the BISP may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the BISP or the Insurance Company may be taken or executed by the officials specified in the SCC.

1.7 Inspection and Audit by the BISP

The Insurance Company shall permit, the persons appointed by the BISP to inspect the Offices, Insurance Company Centers, Materials and/or the accounts and records relating to the performance of the Contract and the submission of the Bid, and to have such accounts and records audited by auditors appointed by the BISP.

1.8 Taxes and Duties

The Insurance Company and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied

under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be stated in the SCC.
- 2.2 Commencement of Services** The Commencement of the Contract Services shall be from the date of signing of contract by both parties.
- 2.3 Contract Completion Date** Unless terminated earlier pursuant to Sub-Clause 2.6, the Contract shall be valid for the period of three years from the date of signing of the Contract. However, yearly renewal is required on the basis of satisfactory performance of the Insurance Company by the Client.
- 2.4 Modification** Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due

care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6.1 Termination

The BISP may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Insurance Company, to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Sub-Clause 2.6.1:

- (a) if the Insurance Company does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the BISP may have subsequently approved in writing;
- (b) if the Insurance Company become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Insurance Company is unable to perform a material portion of the Services for a period of not less than thirty (30) days; or
- (d) if the Insurance Company, in the judgment of the BISP has engaged in Fraud and Corruption in competing for or in executing the Contract. In case of termination under clause 2.6.1 (d) the BISP shall terminated the contract immediately and shall take all necessary legal actions as may be required under the situation.

2.6.2 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1, the BISP shall make the following payments to the Insurance Company:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) Except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Insurance Company

3.1 General

The Insurance Company shall perform the Services in accordance with the descriptions provided at Appendix-A (Scope of Work/TORs) and the Services Provider's Bid to carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Insurance Company shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the BISP, and shall at all times support and safeguard the BISP's legitimate interests.

3.2 Conflict of Interests

3.2.1 *Insurance Company Not to Benefit from Commissions and Discounts.*

The remuneration of the Insurance Company pursuant to Clause 6 shall constitute the Insurance Company's sole remuneration in connection with this Contract or the Services, and the Insurance Company shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Insurance Company shall use their best efforts to ensure that the Personnel and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Insurance Company and Affiliates Not to be Otherwise Interested in Project The Insurance Company agree that, during the term of this Contract the Insurance Company and its affiliates, shall be disqualified for participating in other contract which creates a Conflict of Interest situation.

3.2.3 Prohibition of Conflicting Activities Neither the Insurance Company nor the Personnel shall engage, either directly or indirectly, in the activities during the term of this Contract, any business or professional activities in Pakistan which would conflict with the activities assigned to them under this Contract;

3.3 Confidentiality The Insurance Company and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the BISP's business or operations without the prior written consent of the BISP.

3.4 Insurance to be Taken Out by the Insurance Comany The Insurance Company shall take out and maintain, and shall cause its affiliates to take out and maintain (as the case may be) at their own cost insurance against the risks including third party motor vehicle, third party liability, BISP's liability and workers' compensation, 100 % professional liability and loss or damage to equipment and property.

3.5 Insurance Company's Actions Requiring BISP's Prior Approval The Insurance Company shall obtain the BISP's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) changing the Program of activities;
- (c) Changing any written instructions or the procedures set out in this contract.

3.6 Reporting Obligations

The Insurance Company shall submit to the BISP the reports and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents Prepared by the Insurance Company to Be the Property of the BISP

All plans, reports, and other documents submitted by the Insurance Company in accordance with Sub-Clause 3.6 shall become and remain the property of the BISP, and the Insurance Company shall, not later than upon termination or expiration of this Contract, deliver all such documents and reports to the BISP, together with a detailed inventory thereof. The Insurance Company may retain a copy of such documents and reports. Restrictions about the future use of these documents, if any, shall be specified in the SCC.

3.8 Liquidated Damages

The Insurance Company shall pay liquidated damages to the BISP at the rate per day stated in the SCC for each day beyond the Claim Settlement Period.

3.8.1 Payments of Liquidated Damages

The Insurance company shall pay liquidated damages to the BISP at the rate per day stated in the SCC for each day beyond the agreed claim settlement period. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The payment of the liquidated damages shall be deducted from the Performance Guarantee of the Insurance Company or at the clearance of Performance Guarantee. Payment of liquidated damages shall not affect the Insurance Company's liabilities.

3.9 Performance Security

The Insurance Company shall provide the Performance Security to the BISP no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and acceptable to the BISP. The details are specified in the SCC.

3.10 Fraud and Corruption

The BISP requires compliance with the Public Procurement Regulatory Authority definition of Corruption and Fraudulent as set forth in Public Procurement Rules, 2004 issued by the Pakistan Procurement Regulatory Authority.

The BISP requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

4. Obligations of the BISP

4.1 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Insurance Company, then the Contract Price shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clause 5.2 (a).

4.2 Services and Facilities

The BISP shall make available to the Insurance Company the Services and Facilities if such are listed under Appendix A (Scope of Services).

5. Payments to the Insurance Company

5.1 Lump-Sum Remuneration

The Insurance Company's premium shall not exceed the Contract Price and shall be a fixed lump-sum including all costs, overhead/profits and all applicable indirect taxes incurred by the Insurance Company in carrying out the Services described in Appendix A.

5.2 Contract Price

(a) The price payable is set forth in the SCC.

5.3 Terms and Conditions of Payment

Payments will be made to the Insurance Company according to the payment schedule stated in the SCC.

6. Quality Control**6.1 Identifying Defects**

The principle and modalities of Inspection of the Services by the BISP shall be as indicated in the Appendix A (Scope of Services). The BISP shall check the Insurance Company's performance and notify him of any Defects that are found. Such checking shall not affect the Insurance Company's responsibilities. The BISP may instruct the Insurance Company to search for a Defect and to uncover and test any service that the BISP considers may have a Defect.

7. Settlement of Disputes**7.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. In the case of a dispute between BISP and the Supplier, the dispute shall be addressed and settled in accordance with the Standard Operating Procedures devised by BISP to this effect besides invoking provision of Public Procurement Rules, 2004 and the relevant laws of the Islamic Republic of Pakistan.

Section IX - Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(e)	The contract name is "Group Accidental Insurance Coverage to BISP Compliance Monitors"
1.1(h)	The BISP is "Benazir Income Support Programme" Government of Pakistan.
1.1(p)	The Insurance Company is _____
1.2	The Applicable Law is: Islamic Republic of Pakistan
1.4	<p>The addresses are:</p> <p style="padding-left: 40px;">BISP: Benazir Income Support Programme, BISP, Headquarters, F-Block, Pak Secretariat, Islamabad</p> <p>Attention: Director HR (HQ & Policy)</p> <p>Telex:</p> <p>Facsimile:</p> <p>Insurance Company :</p> <p>Attention:</p> <p>Telex:</p> <p>Facsimile:</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the BISP: Director HR (HQ & Policy)</p> <p>For the Insurance Company :</p>
2.1	The date on which this Contract shall come into effect is "the date of signing of the contract by both the parties".
2.2	The Contract Completion Period is three years form the date of signing of the Contract however, yearly renewal is required on the basis of satisfactory performance of the insurance company.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	The Starting Date for the commencement of Services is seven (07) days of issuance of instruction from BISP.
3.7	The proprietary will rest with the BISP. Both parties will keep the record/data strictly confidential. If an Insurance company is found involved in malpractice regarding secrecy during the paper making, conducting test, misconduct and damages suffered by the Services Provider, in case of such incident the Insurance Company will be liable to penalty with heavy cost and forfeiture of the performance guarantee and any other legal action prescribed under law.
3.8.1	<p>The Insurance Company shall pay liquidated damages to the BISP at the rate defined under the Insurance Ordinance 2000 and such other instructions of the Insurance Regulator in Pakistan per day beyond the claim settlement period.</p> <p>The maximum amount of liquidated damages for the whole contract is 10% (percent) of the total Contract Price.</p>
3.9	<p>(i) The Insurance Company shall provide the Performance Security to the BISP not later than the date specified in the Letter of Acceptance. The Insurance Company shall furnish Performance Guarantee amounting to 10 % of the value of the contract/bid in shape of unconditional Bank Guarantee as per the format provided in the bidding document, from any schedule Bank of Pakistan.</p> <p>(ii) The Bid Security submitted by the Insurance Company shall be returned to the Insurance Company upon submission of Performance Guarantee and upon confirmation (in writing) of genuineness of the same from the issuing bank.</p> <p>(iii) Failure to provide a Performance Guarantee by the Insurance Company is a sufficient ground for annulment of the award and</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	forfeiture of Bid Security.
5.2	The Contract Price is:
5.3	Payments shall be made according to the following manner: <ul style="list-style-type: none"> <li data-bbox="483 646 1409 793">i. The Insurance Company shall charge 100% of the lump-sum yearly quoted premium for one year upon submission of yearly invoice which shall be processed within 30 days of the approval of the receipt of the invoice.
6.1	The principle and modalities of inspection of the Services by the BISP are as specified in Appendix –A (Scope of Services)

Appendix

Appendix A – Scope of Work/Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by BISP, etc.

