



## **TENDER DOCUMENTS**

### **PROCUREMENT OF GROUP LIFE ASSURANCE COVERAGE FOR EMPLOYEES OF ISLAMABAD CLUB**

**IC/PD/2025/26/TD-030**

**ISLAMABAD CLUB**

## **INVITATION FOR BIDS**

### **ISLAMABAD CLUB**

Murree Road, Islamabad

Phone: (+92) (51) 9223620

Website: [www.islamabadclub.org.pk](http://www.islamabadclub.org.pk)

Tender No: **IC/PD/2025/26/TD-030**

Date of Issue: **December 8, 2025**

Bid Submission Deadline: **December 24, 2025 1500 hrs**

1. Islamabad Club invites sealed bids from reputed and eligible insurance companies for the provision of **Group Life Insurance Coverage** for its employees for a period of one year, commencing from **January 1, 2026, to December 31, 2026**.
2. Bidding documents containing detailed terms & condition for submission of bids, method of procurement (Single Stage Single Envelope), eligibility etc. are available for registered bidders on EPADS. Bids must be submitted as per the instructions contained in this document. The Club reserves the right to accept or reject any or all bids without assigning any reason.
3. **Tender Documents** can be downloaded from **IC/EPADS** websites and Bids will be submitted as per requirements mentioned in the tender documents. Bid will be submitted through EPADS and bidders will submit their original CDR for Rs. 150,000 in the favor of "Islamabad Club".
4. Submit Rs 5000/- as Tender fee in favor of IC (Faysal Bank, A/C # given below) attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee.
5. Details for Submission & Opening of bids for tender are as under:-

<b>Description</b>	<b>Bank Account Details</b>	<b>Tender Fee</b>	<b>Tender Submission</b>	<b>Tender Opening</b>
<b>IC/PD/2025/26/ TD- 30</b>	Faysal Bank, A/C # PK81FAYS0001132031116145	PKR 5,000	1500 Hrs Date 24-12-2025	1530 Hrs 24-12-2025

**Procurement Department, Islamabad Club, Murree Road, Islamabad.**

Phone: 051-9046000, Ext: 176/301

Email: [asad.ijaz@islamabadclub.org.pk](mailto:asad.ijaz@islamabadclub.org.pk)  
[taimoor.khurram@islamabadclub.org.pk](mailto:taimoor.khurram@islamabadclub.org.pk)  
[Muhammad.kashif@islamabadclub.org.pk](mailto:Muhammad.kashif@islamabadclub.org.pk)

## COMPLIANCE CHECKLIST

### Instructions to Bidders:

The offer must be arranged and submitted in the following sequence. Non-compliance or failure to provide any of the required documents may result in disqualification.

Sr.	Required Particulars	Documents Attached (Yes/No)	Page/Reference
<b>A. ADMINISTRATIVE DOCUMENTS</b>			
1.	Tender Fee Receipt (Rs. 5,000)		
2.	Original Bid Security (Rs. 150,000) in the form of Pay Order/Bank Draft in favor of <i>Islamabad Club</i>		
3.	Complete Tender Document duly signed, stamped, and initialed on each page by an authorized representative		
4.	Cover Letter on company letterhead expressing intent to bid		
<b>B. LEGAL &amp; REGULATORY DOCUMENTS</b>			
5.	Valid NTN & STR Certificates (Active Taxpayer Status)		
6.	SECP Registration & Insurance License (Life Insurance)		
7.	Non-Blacklisting Certificate (Judicial Stamp Paper Affidavit)		
8.	Company Registration Certificate (Incorporation/Partnership Deed)		
<b>C. TECHNICAL &amp; QUALIFICATION DOCUMENTS</b>			
9.	PACRA/JCR-VIS Rating Certificate (Minimum "AA+" for Life Insurance)		
10.	Company Profile & Details (Address, Contact, Email, Key Personnel)		
11.	Claim Settlement Ratio Report (Last 3 Years)		
12.	Client Portfolio/References (Similar group life insurance clients)		
13.	Compliance with Annexures & Special Conditions (All formats as prescribed)		
<b>D. FINANCIAL PROPOSAL</b>			
14.	Completed Financial Bid Proforma (Fully priced, inclusive of all taxes)		
15.	Detailed Premium Calculation Sheet (Breakdown per benefit/coverage)		
<b>E. PROPOSED INSURANCE DOCUMENTS</b>			
16.	Draft Group Life Insurance Policy Wordings		
17.	List of Exclusions & Limitations		
18.	Claim Settlement Process & Timeline		
19.	Service Level Agreement (SLA) / Turnaround Times		

# **TENDER DOCUMENT FOR THE PROCUREMENT OF GROUP LIFE INSURANCE COVERAGE FOR EMPLOYEES OF ISLAMABAD CLUB**

## **ISLAMABAD CLUB**

Murree Road, Islamabad

Phone: (+92) (51) 9223620

Website: [www.islamabadclub.org.pk](http://www.islamabadclub.org.pk)

Tender No: **IC/PD/2025/26/TD- 30**

Date of Issue: **December 8, 2025**

Bid Submission Deadline: **December 24, 2025, 1500 Hrs**

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## **SECTION 1: LETTER OF INVITATION FOR BIDS**

1.1 Islamabad Club invites sealed bids from reputed and eligible insurance companies for the provision of **Group Life Insurance Coverage** for its employees for a period of one year, commencing from **January 1, 2026, to December 31, 2026**.

1.2 Bids must be submitted as per the instructions contained in this document. The Club reserves the right to accept or reject any or all bids without assigning any reason.

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## **SECTION 2: INSTRUCTIONS TO BIDDERS**

### ***2.1 Eligibility Criteria***

- Bidder must have a minimum long-term rating of “**AA**” by PACRA or JCR-VIS in life insurance.
- Bidder must possess a valid **NTN/STRN** and be an **active taxpayer**.
- Bidder must be registered with the Securities & Exchange Commission of Pakistan (SECP) and have a valid license to conduct life insurance business.

### ***2.2 Bid Security***

- A bid security of Rs. 150,000 is required in the form of a **pay order/bank draft** in favor of **Islamabad Club**.
- Bid security will be refunded to unsuccessful bidders after the award of contract.

### ***2.3 Submission of Bids***

- Bids must be submitted in on EPADS no later than **December 24, 2025, at 1500 Hrs.**

### ***2.4 Bid Opening***

- Bids will be opened on **December 24, 2025, at 1530 Hrs** by the Procurement Committee in the presence of bidders' authorized representatives.

### ***2.5 Confidentiality of Employee Data***

- **Due to confidentiality and data-protection considerations, the detailed employee list (containing personal information) will not be uploaded on E-PADS. Interested bidders may obtain the list by sending a formal written request via email to the Procurement Department. The data will be shared confidentially through email for the exclusive purpose of preparing the bid.**

### ***2.6 Validity of Bids***

- The validity period of bid must be indicated and should be 90 days from the date of bid opening.

### ***2.7 Taxes***

- All applicable taxes shall be included in the quoted premium.
- Any statutory tax deductions will be made at source from invoices.

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## **SECTION 3: GENERAL TERMS AND CONDITIONS**

### ***3.1 Scope of Work***

The insurance coverage shall include:

1. Group Death Benefit
2. Group Accidental Death Benefit
3. Group Accidental Disability Benefit (including permanent partial and permanent total disability)

4. Group Natural Disability Benefit
5. Group Medical Expenses
6. Group Terminal Illness Benefit

### ***3.2 Sum Insured***

- Sum insured per employee: **PKR 1,500,000**
- Total number of employees: **1,129**

### ***3.3 Contract Period***

- **January 1, 2026, to December 31, 2026**

### ***3.4 Claims History***

- Refer to Annexure-A for past claims history (2019–2025).

### ***3.5 Award of Contract***

- The contract will be awarded to the bidder offering the most advantageous terms, considering both technical and financial suitability.
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## SECTION 4: BIDDING FORMS

### FORM 1: BIDDER INFORMATION SHEET

Sr.	Particulars	Description
1.	Name of Organization	
2.	PACRA/JCR-VIS Rating (attach evidence)	
3.	Date/Years of Establishment	
4.	Corporate Status	
5.	Owner/Partner/MD/CEO Name	
6.	Mailing Address	
7.	Contact/Cell No.	
8.	Fax No.	
9.	Email Address	
10.	National Tax Number (NTN)	
11.	Sales Tax Registration No. (STRN)	

Organization's Stamp & Authorized Signature

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**FORM 2: FINANCIAL BID PROFORMA****Procurement of Group Life Insurance Coverage for Employees of Islamabad Club**

- Name of Bidder: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone No.: \_\_\_\_\_
- Fax No.: \_\_\_\_\_

**Rates (inclusive of all applicable taxes):**

Risks to be Covered	Sum Insured per Employee (PKR)	No. of Employees	Quoted Premium (PKR)
1. Group Death Benefit	1,500,000	1129	
2. Group Accidental Death Benefit	1,500,000		
3. Group Accidental Disability Benefit	1,500,000		
4. Group Natural Disability Benefit	1,500,000		
5. Group Medical Expenses (@15% of SI)			
6. Group Terminal Illness	1,500,000		

**Total Annual Premium (PKR): \_\_\_\_\_****Organization's Stamp & Authorized Signature**

**FORM 3: BID SECURITY FORM**

*(To be submitted along with bid)*

We hereby submit a bid security in the amount of PKR \_\_\_\_\_ in the form of a pay order/bank draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of **Islamabad Club**.

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**FORM 4: DECLARATION**

We, M/s. \_\_\_\_\_, certify that we have read and understood all terms and conditions of this tender document and agree to abide by them.

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_

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## ANNEXURES

### **ANNEXURE-A: CLAIMS HISTORY (2019–2025)**

*(To be provided by Islamabad Club)*

- 2019: Death claims: 2 (natural); Hospitalization claims: 5 (PKR 56,217)
  - 2020: Death claims: 1 (natural)
  - 2021: Death claims: 4 (natural: 3, accidental: 1); Hospitalization claims: 4 (PKR 184,841)
  - 2022: Death claims: 1 (natural); Hospitalization claims: 7 (PKR 753,424)
  - 2023: Death claims: 2 (natural); Hospitalization claims: 2 (PKR 402,893)
  - 2024: Death claims: 0; Hospitalization claims: 7 (PKR 889,188)
  - 2025: Death claims: 3 (natural: 2, accidental: 1); Hospitalization claims: 3 (PKR 302,312)
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## **SECTION 5: CONTACT FOR CLARIFICATIONS**

All queries and requests for the employee list must be addressed to:

### **Procurement Department**

Islamabad Club

Email: [asad.ijaz@islamabadclub.org.pk](mailto:asad.ijaz@islamabadclub.org.pk)

[taimoor.khurram@islamabadclub.org.pk](mailto:taimoor.khurram@islamabadclub.org.pk)

[muhammad.kashif@islamabadclub.org.pk](mailto:muhammad.kashif@islamabadclub.org.pk)

Phone: (+92) (51) 9046000, Ext. 301/176/167

### **ISLAMABAD CLUB**

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