



Airport Hotel
Sky rooms (private) limited (A PIAHCL Subsidiary)
Purchase Department
Tel: +92-21-34570141-5
E-mail: purchasemgr.sr@piac.aero
Website: www.airporthotel.com.pk

Tender Ref No. APH-PUR-RE-GROUP LIFE INSURANCE-63-2026
Tender Cost Rs 15,000/- (Non-refundable)
Earnest Money Rs 500,000 must submit with Technical Proposal (Refundable)

INVITATION TO BID

Skyrooms (Private) Limited Airport Hotel Karachi invites bids through EPADS and sealed envelope from renowned (eligibility as per bidding documents) Vendors of Insurance Services via "Single Stage Two Envelope Basis". Bidding documents containing detail terms and conditions, etc. are available electronically and can be downloaded from:

- **Skyrooms Private Limited Airport Hotel website** www.airporthotel.com.pk
- **PPRA website** www.ppra.org.pk/active-tenders
- **EPADS-PPRA website** www.eprocure.gov.pk through Supplier Login

Bid should be submitted electronically through PPRA e-Pak Acquisition & Disposal System (**EPADS**). Additionally, hard copy of the bid along with Original Earnest Money and Tender Fee instrument **MUST BE** submitted with technical bid to **the Office of Manager Purchase, Purchase Department, Skyrooms Private Limited (Airport Hotel) Karachi** on or before **15-June-2026 at 11:00 am**. Bids will be opened on the same day **15-June-2026, at 11:30 am**.

The manual submission of bid without E-PADS is NOT allowed and will be rejected. Bid received after stipulated date & time shall not be considered. The Skyrooms Private Limited (Airport Hotel) will not be responsible for postal delays.

INSTRUCTIONS TO BIDDERS [MUST READ CAREFULLY]

After Submission of bids through E-PADS, following evidences are required:

- E-PADS submission _____ (Yes / No)
- Tender Fee: PKR _____ (Yes / No)
- Earnest Money: _____ (Yes / No)
- Technical Literature (If applicable) _____ (Yes / No)
- Company Profile _____ (Yes / No)
- Certifications _____ (Yes / No)
- Authorizations _____ (Yes / No)

M/s. _____

SUBJECT: GROUP LIFE INSURANCE COVERAGE FOR EMPLOYEES OF AIRPORT HOTEL SKYROOMS (PRIVATE) LIMITED,

Dear Sir,

We are pleased to invite your sealed bid for the items listed in the Schedule "A". In case of more than one schedule separate bid for each schedule should be furnished. The terms & conditions of the tender / Supplies are given below: -

Submission of tender:

1. Send your bids on "Single Stage Two Sealed Envelope Basis" addressed to Manager Purchase, Purchase Department, Skyrooms Private Limited (Airport Hotel) Karachi on or before **15-June-2026 at 11:00 am**.
2. The bid must be applied and submitted through E-PADS, hard copy of the bid in sealed envelope may be sent to the office of Manager Purchase, Purchase Department, Skyrooms Private Limited (Airport Hotel) Karachi on or before **15-June-2026 at 11:00 am**.
3. You may also be sent hard copy of your bid through registered courier, which must reach before the closing date and time as mentioned above.
4. Bids will be opened **15-June-2026**, on the same day in the presence of bidders (optional).
5. Both Technical & Financial Proposals should be sealed with scotch tape with authorized signature.
 - a) Tenders must be in two separate sealed envelopes;
✓ (Technical Proposal) with Tender Reference Number
✓ (Financial Proposal) with Tender Reference Number.
 - b) Note: All bidders must mention Tender Ref No, date of opening & item description on their courier envelope, (strict compliance).
6. Tenders received after stipulated date & time shall not be considered. The Skyrooms Private Limited, (Airport Hotel) Karachi will not be responsible for any postal delays.
7. The decision of **General Manager Skyrooms Private Limited** in this respect shall be final and binding for all bidders.

Earnest Money:

1. The bid must be accompanied by **Rs.500,000** having been deposited in the form of a Pay Order [from any scheduled bank] and must be payable at Karachi Pakistan in lieu thereof in the name of **M/s. Airport Hotel** Karachi as interest-free Earnest Money (Refundable) with **Technical Proposals.**
2. **Please Note:**
 - a) *Earnest Money in any other shape shall not be accepted.*
 - b) *Earnest Money deposited against a running contract(s) shall not be transferred as Earnest Money for any other tender.*
 - c) *Any tender without Earnest Money, shall not be considered.*

Performance Guarantee / Security Deposit (for successful bidders):

1. The successful bidders upon award of Contract / Purchase Order will be required to furnish in the amount of Rs. (5% of total tender value) as interest free in shape of Pay Order of an

equivalent amount or a Bank Guarantee for an equivalent amount countersigned by the Head Office of the Bank and to remain valid for 3-months after the expiry period of the Contract.

Preparation of tender:

1. Bid will be opened on “**Single Stage Two Envelopes**” basis. All bidders must submit two sealed envelopes “Technical proposal and Financial Proposal” on specified tender opening date/time.
2. **Technical Proposal** will be opened on same date, whereas Financial Proposal will remain sealed till the evaluation of technical proposal and samples according to the specifications. The unsuccessful bidder’s financial would be handed over without opening.
3. **Financial Proposal** of only those bidders will be opened whose are technically qualified. The financial bid opening date would be later communicated to bidders.
4. Technical proposal will be evaluated by the Evaluation Committee of Skyrooms (Private) Limited, Karachi. The results of the evaluation will be communicated to all bidders as per laid down procedures.
5. Technical and Financial Evaluation Reports as per PPRA Rule-35 will be uploaded on both E-PADS, PPRA and APH websites.

Financial Proposal having following documents:

1. The Schedule “A” duly filled in, signed and sealed.
2. Earnest money
3. Undertaking on 100-rupee stamp paper.
4. Bidder may submit prices as per segregated Schedule.

Technical Proposal having following documents “Mandatory Requirement”:

1. Tender Fees Pay Order of Rs 15,000/- [Non-Refundable] - On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount.
2. Fixed Earnest Money amounting **Rs 500,000** of Total Bid Value in shape of Pay Order [issued from any scheduled bank] as Earnest Money [Refundable/Interest Free] - On back side of Pay Order, Vendor must write company name/stamp, Tender Ref. No, date, Earnest Money & amount.
3. Company profile with registration certificate
4. Copy of SRB, TAX AUTHORITY & NTN Certificate,
5. FBR registration
6. Client list
7. No litigation letter / Undertaking on company letter head
8. Firm/Company/Organization IS REGISTERED IN SECP

All information about the Insurance Services must be given as required in the schedule to tender. The tender will not be considered if complete information required is not given therein. Particular attention must be paid on submit documents. Authorized Signatures of individual signing the tender and other documents connected with the contract must specify whether signing as:

- a) Insurance Company.
- b) A registered active partner or his attorney.
- c) For the firm per procreation.
- d) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under Partnership Act.
- e) In any query, pleased contact or send emails to the concerned officer.

f) **Only Insurance Companies / Takaful No individual or partnership firm.**

Prices:

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule of tender, inclusive of all duties / taxes, packing, and delivery charges for free delivery to Skyrooms (Private) Limited, (Airport Hotel) However, if GST is applicable, same should be shown separately.
- b) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order / Contract.
- c) The Prices must be stated for each item separately both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Offers must be valid for 180 Days. (Extendable in line with PPRA Rules)
- e) Rates must be written on Skyrooms Private Limited (Airport Hotel) prescribed form otherwise Bids will not be entertained.
- f) Correction White Fluid or Over Writing strictly is not allowed otherwise tender will be rejected/ not-considered, moreover, hand written tenders/quotations will also not be accepted.
- g) Only national companies are eligible to participate, and prices must be in the local currency.

DURATION OF CONTRACT

Contract will be awarded for a period of one year extendable for further two terms on same rates terms and conditions on mutual consent basis subject to satisfactory performance.

Acceptance of tender:

Sky rooms (Private) Limited, does not pledge itself to accept the lowest tender and reserve the right to accept or reject any or all tenders / quotations or accept the tenders at rates on lowest individual items or extend the date of opening / cancel as per PPRA Rules.

Yours truly,
For: Sky rooms (Private) Limited,
Manager Purchase
Airport Hotel

Encl:

- 1. Tender Schedule "A" complete form (as applicable)
- 2. Terms & Conditions
- 3. Mandatory Requirement
- 4. Undertaking

Note: *Prescribed Tenders form for the subject item may be directly downloaded from <http://web.airporthotel.com.pk> / or www.ppra.org.pk websites. EPADS-PPRA website www.eprocure.gov.pk through Supplier Login*

REQUEST FOR PROPOSAL

FOR

GROUP LIFE INSURANCE COVERAGE FOR SKYROOMS PRIVATE LIMITED (AIRPORT HOTEL) EMPLOYEES

Scope of Work

SKYROOMS PRIVATE LIMITED (Airport Hotel) intends to float group life insurance coverage for its employees, for the period 2026-2027 with following information:

Insured: Skyrooms Private Limited
(Airport Hotel)
(for Group Life Insurance)

Period of the Policy: From 1st July 2026 to 30th June 2027, both days inclusive

Type of Indemnity / Cover: Employee (Group Life) Coverage's

Eligibility Criteria

The bidder MUST comply with the following minimum criteria. The bid will be rejected if the bidder fails to meet the following minimum criteria and submission of the required documents.

- The bidder must not have any pending disputed claims/litigation with Skyrooms Private Limited (Airport Hotel).
- The bidder must be registered with respective tax authorities & SECP
- The bidder must be an active member of The Insurance Association of Pakistan
- The bidder must have followed minimum rating from JCR-VIS/PACRA.

For Conventional Insurers / Window Takaful Operations: "**A++**"
For Takaful Insurers / Operators: "**A**"

Pre-Conditions for Award of Contract

The winning bidder shall be required to adhere to the following conditions during tender process and throughout the tenure of the contract (including extension period thereto, if any) without imposition of any subjectivity/condition/limitation etc. from the bidder:

- Any of the submitted claims shall be paid by the winning insurer, within 10 working days (after fulfillment of requisite documentation requirements);
- In case of death of any of the beneficiary to the claim, the legal heirs / Nominee would be fully entitled to receive the proceeds of claim;
- No policy deductibles would be allowed under any of the insurance coverage's;
- At any point of time during the contract, should Skyrooms Private Limited (Airport Hotel) decides to increase the maximum coverage limit in any of the policies (being awarded through this tender), Skyrooms Private Limited (Airport Hotel) reserves the right to do so by granting increase in quoted premium.

Instructions to Bidders

1. Tenders are invited on “**Single Stage Two Envelopes**” basis,
2. Rate quotes are required for insurance coverage/benefit as mentioned above. Hence, contracts shall be awarded to the respective bidder achieving highest aggregate score, for the coverage's.
3. The bidder shall submit audited financial statements of last three (03) fiscal years.
4. Further details like number of employees, pay groups, salaries, date of joining etc. Can be provided upon request.
5. Interested insurance companies / Takaful operators, having above-prescribed minimum credit rating, agreeing to the pre-conditions may send their sealed envelopes, containing technical and financial proposals.

Pre-award Presentations:

Skyrooms Private Limited (Airport Hotel) reserves the right to get presentations and/or demonstrations / Interview from any or all of the participating bidders, in which they may be asked to, provide additional information.

TERMS OF REFERENCE

GROUP LIFE INSURANCE COVERAGE FOR EMPLOYEES OF SKYROOMS PRIVATE LIMITED (AIRPORT HOTEL)

Category	Natural Death	Accidental Death	Retirement on Medical Ground	Personal Accidental
Employee	PKR 500,000	Monthly Gross Salaries *36 months In addition to Natural Death Compensation.	PKR 500,000	PKR 1,000 per day

ELIGIBILITY (MANDATORY – HOTEL POLICY)

- Post retirement natural death coverage shall cover the employees retiring at the age of superannuation (60 years) till the age of 65 years (it shall include all the present employees).
- All pre-existing conditions/diseases/illnesses will be covered.
- Registered with **SECP, FBR & Provincial Tax Authorities**
- Active Member of **Insurance Association of Pakistan**
- Minimum Credit Rating:
 - A++** (Conventional Insurance)
 - A** (Takaful)
- **No litigation** with Skyrooms (Pvt.) Ltd.
- No deductibles allowed

TENDER SCHEDULE - A

**GROUP LIFE INSURANCE COVERAGES FOR EMPLOYEES OF SKYROOMS PRIVATE LIMITED
(AIRPORT HOTEL)**

S. No.	Description	Max. Coverage / Employee (PKR) As Per TORs	Premium Per Annum (PKR)
Group Life Insurance Coverage			
1	Insurance Premium Natural Death Policy	PKR 500,000	
2	Accidental Death	Monthly Gross Salaries *36 months In addition to Natural Death benefit.	
3	Retirement on Medical Ground	PKR 500,000	
4	Personal Accidental	PKR 1,000 per day	
			All Taxes (if applicable)
			Grand Total (Annual)

Grand Total (Annual) in words PKR _____

- The above quantities are subject to change as per demand.

Present / Current Strength Employees of Skyrooms Private Limited (Airport Hotel)

- Total Employee 206 approx.

Attention:

Non-compliance to the conditions mentioned below at Serial No. 1 to 5 will render the quotation for rejection at the time of opening of tenders.

Broad Terms and Conditions of Tender:

1. Insurance premium must be quoted in words and figures both inclusive of all taxes, charges, duties, expenses to be borne by the bidder.
2. Offer must be firm and final and valid for 180 days.
3. Incomplete, mutilated offer or offers without/deficient earnest money are liable for rejection.
4. Copy of certificate of registration with Sales Tax collectorate must accompany the quotation.

5. Skyrooms Private Limited (Airport Hotel) will have the right to visit the facility/premises of the tenderer or call for any further documents to establish the capability of firms to undertake this order/contract.
6. Skyrooms Private Limited (Airport Hotel) decision in this regard shall be final and will not be questioned in any court.

We/ I hereby confirm having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of above-mentioned items is in terms of and subject to the terms and conditions of the tender.

TENDERER'S SIGNATURE _____ DESIGNATION _____

ADDRESS _____

Tel No. _____ Fax No. _____ Email _____

GST No. _____ NTN NO. _____

SEAL _____

GROUP LIFE INSURANCE COVERAGE FOR EMPLOYEES OF SKYROOMS PRIVATE LIMITED
(AIRPORT HOTEL).

TECHNICAL EVALUATION CRITERIA

S. No.	Evaluation Parameter	Max Marks	Obtain Marks
1	Years of Experience in Group Life Insurance. (01 point for each year of experience).	10	
2	Equity as per latest auditor financial statement. (1 point of each 500M)	10	
3	Avg. Annual gross written premium group life insurance only for last 5 years. (1 point for each 500M)	10	
4	Experience with Hotel / Hospitality Sector: • Detailed of prior or existing insurance arrangement with hotel, resorts, or hospitality companies. (With 5year = 5points, 8year = 7points, 10year = 10points.	10	
5	For Takaful Companies: A = 5 points, A+ & above = 10 points. For Conventional Insurance / Window Takaful Operations: Up to A++ = 5 points, Up to AA+ = 7 points, Above than AA+ = 10 points.	10	

Total Technical Marks = 50

Qualifying marks = 35

Financial Criteria (Weightage: 50%)		
1	Premium Pricing (lowest premium pricing shall obtain maximum score, while for others, proportionate score in relation to the lowest premium price would be calculated)	50
Total (Financial) 50		

INTEGRITY PACT / DISCLOSURE CLAUSE

(To be submitted on Company's Letterhead) [Submit with Financial Proposal]

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works _____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor 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 including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements an arrangement with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor 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 right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

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

[RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER]
[Submit with Technical Proposal]

General Manager

Airport Hotel Karachi

V5V3+RJ2, Star Gate Rd, Faisal Cantonment, Karachi, Karachi City,

Subject: **UNDERTAKING TO EXECUTE CONTRACT**

Dear Sir,

We / I, the undersigned bidders do hereby confirm, agree, and undertake to do the following in the event our / my tender, for _____ is approved and accepted: -

That we / I will enter into and execute the formal contract, a copy of which has been supplied to us/me, receipt whereof is hereby acknowledged and which has been studied and understood by me/us without any change, amendment, revision or addition thereto, within a period of seven days when required by APH to do so.

That all expenses in connection with the preparation and execution of the contract including stamp duty will be borne by us/me.

That we / I shall deposit with APH the amount of Security as specified in the contract which shall continue to be held by APH until three months after the expiry of the contract period.

That in the event of our / my failure to execute the formal contract within the period of Seven days specified by APH the Earnest Money/Security Deposit held by APH shall stand forfeited and we / I shall not question the same.

Bidder's Signature	
Name in Full	
Designation	
Cell No:	
Email:	
Address:	
Phone No.	
Fax No.	
N.I.C. #	
Seal.	
Dated.	