Standard Bidding Document

Services Of Health and Life Insurance Policies at NIBAF-P (Non-Consultancy Services)

National

Single Stage-One Envelope

July 28, 2026

National Institute of Banking and Finance Pakistan (Facility Management Division),General Manager
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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **National Institute of Banking and Finance Pakistan (Facility Management Division)** has reserved Funds for the procurement planned for FY **2026-27**. The **National Institute of Banking and Finance Pakistan (Facility Management Division)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Services Of Health and Life Insurance Policies at NIBAF-P**" with the reference of **" P72724"**

2. The **National Institute of Banking and Finance Pakistan (Facility Management Division)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Call at Deposit, Demand Draft** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/72724**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, August 12, 2026 11:00 AM**. E-bids will be opened on the same day at **Wednesday, August 12, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered

on the new version of **EPADS v2.0,** may register themselves on https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

e-Pak Acquisition and Disposal System (EPADS) generated document | © 2026

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider’s risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder’s designated representative is invited at the bidder’s cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder’s eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder’s eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as “Eligible Countries”.

11.3. The documentary evidence of the bidder’s qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency’s Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

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Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **National Institute of Banking and Finance Pakistan (Facility Management Division)**

The subject of procurement is: **Services Of Health and Life Insurance Policies at NIBAF-P**

Expected commencement date: **Monday, August 31, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P72724**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Monday, August 3, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **National Institute of Banking and Finance Pakistan (Facility Management Division)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. Yes, the attachment already includes the Technical and Financial Specifications, along with the required documents.

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **180 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order, Call at Deposit, Demand Draft**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, August 12, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Wednesday***

Date: ***Wednesday, August 12, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **5.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Call at Deposit, Bank Guarantee, Demand Draft**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) SECP

Eligibility Criteria	Document
The bidder must have a Valid Business License held to operate Health as well as Life Insurance services all over the Country. (attaced copies of valid License)	Yes
The credit rating of the Bidder should be atleast AA++ by PACRA or VIS atleast for last 03 consecutive years. (Sufficient Documentary Evidence)	Yes
The bidder must be an active member of Insurance Association of Pakistan. (Sufficient documentary proof/certificate of Membership)	Yes
The bidder should have at least 10 years of experience to reputable organizations and have 03 contracts each amounting Rs.10 (ten) million (annually) during last 03 consecutive years either completed or running and must have Head/Regional office in Karachi. (Copies of contract/ certificates of registration/work order/office address etc.)	Yes

The bidder should submit an affidavit that it has never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority. (Undertaking required on stamp paper of Rs.100/)	Yes
Minimum 10 Doctors employed on bidder’s payroll for case management (Required Evidence)	Yes
The bidder’s services should have never been terminated by NIBAF Pakistan, SBP or any of its subsidiaries due to quality/quantity related issues.(Undertaking required on stamp paper of Rs.100/-)	Yes
Joint Ventures (JV) are not allowed, only Insurance/ companies fulfilling the requirements mentioned in the Invitation to Bid are eligible to participate in the bidding process.	Yes
The Bidders should provide maximum information required for evaluation of their Technical Proposals	Yes
Procuring Agency reserves the right to verify or seek clarification of the information furnished by the Bidders. In this regard, Procuring Agency reserve the right to have site visit to verify the previous work experience etc. Procuring Agency may reject any application for any misrepresentation knowingly made any Bidder in or pursuant to their application or for any statement furnished in connection therewith and intended to be relied upon by Procuring Agency which is incorrect in any respect	No
The bidder is required to submit Price Schedule as per NIBAFP's format attached at the end of this document	Yes
The Bidder must be registered with relevant Tax authorities and appear on Active Taxpayer list of FBR. (attach copies of relevant Tax Registration Certificate and proof of being on ATL of FBR)	Yes

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Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Technical Marks	**100**
Passing Marks	**70**
Technical Evaluation Criteria	
Number of years in Health Insurance business in corporate sector (Quantitative)(Doc Required) More than 20 years **(15)** Between 15 to 20 years **(10)** Between 10 to 15 **(5)**	15
Number of years in Life Insurance business in corporate sector. (Quantitative)(Doc Required) More than 15 years **(15)** Between 10 to 15 years **(10)**	15

Number of panel hospitals all over Pakistan. (Quantitative)(Doc Required) 401 or above hospitals **(20)** Between 351 to 400 hospitals **(15)** Between 301 to 350 hospitals **(10)** 300 or below hospitals **(5)**	20
Corporate clients have more than 500 insured lives annually in Last 3 years (Quantitative)(Doc Required) 15 or above Corporate Clients **(20)** 10 to 14 Corporate Clients **(15)** 05-09 Corporate Clients **(10)** 05-09 Corporate Clients **(5)**	20
Number of Medical Doctors on Payroll for Case Management (Quantitative)(Doc Required) 15 or more than **(20)** Between 13 to 15 **(15)** Between 10 to 12 **(5)**	20
In House Approval Centre 24/7 (Quantitative)(Doc Required)	10

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Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Service of Health and Life Insurance Policies at NIBAF-Pakistan	**Address:** National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad **Schedule:** Yearly Contract **Quantity:** 203/person	203/person	200000 PKR

Related Services :

No

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Services Specifications

Positions Without Lots :

Position: Service of Health and Life Insurance Policies at NIBAF-Pakistan

Specifications / Requirements:

Annexure A is Attached in Below

Scope of Work

Annexure-A

Detail of Required Services

3(a): Health Insurance Requirements:

Category	Employees	Spouses	Children	Total Lives
A	10	9	22	**41**
B	7	4	13	**24**
C	16	14	28	**58**
D	22	12	27	**61**

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E	5	5	9	**19**

Grand Total	**203**

Coverage Applicable To;

Employees, Spouses & Children Only

Age Limit:

Hospitalization = 74 Years (sons 25 and unmarried daughters till they gets marries)

Maternity = Female married employees and spouses = 44 Years

Responsibilities of the Insurer:

- To provide seamless Medical support across Pakistan in line with the Scope of Work /Services mentioned in the technical proposal.
- To ensure a courteous and professional behavior of concerned staff/representative while dealing with NIBAF PAKISTAN employees and their dependents.
- To promptly facilitate and coordinate with the authorized officer of NIBAF PAKISTAN pertaining to the medical coverage matters.
- Maintain strict confidentiality of employee data and personal information.

- To timely issue the Health cards and perform addition/deletion of the employees as per intimation by NIBAF PAKISTAN
- To intimate NIBAF PAKISTAN about the updated list of panel hospitals, consultants, labs, etc.

HOSPITALIZATION BENEFITS

Schedule of Benefits	**Category A**	**Category B**	**Category C**	**Category D**	**Category E**
Per Annum Limit (Per Insured)	700,000	600,000	500,000	400,000	300,000
Daily room & Board *Benchmarked according to AKUH rates	Private	Private	Semi-Private	Semi-Private	General

Accidental Emergency Treatment:

- Full coverage of Emergency Room Treatment.
- Treatment of Fractures & Lacerated Wound, Local road ambulance for emergencies only, Emergency Dental Treatment due to Accidental Injuries

Pre & Post Hospitalization:

- Diagnostic Test, Consultation Charges & Prescribed Medicines prior to and after Hospitalization.

Hospitalization:

- Disclosed/undisclosed pre-existing conditions to be fully covered.
- Immediate admission as per the doctor’s advise without delay

Further to the above:

- Treatment of Congenital ailments will be covered up to Hospitalization limit.
- Daily room & board limit and Maternity packages for plan "A to E" will be benchmarked according to AKUH rates during the policy period.
- Hospitalization benefits for plan "A to E" will be maintained according to AKUH rates during the policy period.
- COVID-19 positive tests to be covered from Hospitalization limit.
- COVID-19 related covered expenses will be excluded for non-vaccinated individuals.
- ER management of Renal or Biliary Colic requiring injectable analgesics.
- IV treatment in ER for dehydration cases due to gastroenteritis.
- ER management of high grade fever requiring IV antibiotics and antipyretics.
- ER management of chest pain.
- ER management of Hyperglycemia and Hypertension.
- ER management of upper GI bleeds.
- ER treatment / gastric lavage or accidental cases of over-dosage / poisoning especially among children.

- Severe skin eruptions due to drug side effects requiring ER management.
- ER treatment due to lacerations requiring stitching or dressing.
- POPs for minor fractures in ER.
- ER observation for Head Injury cases.
- Coverage of Dengue Tests in case of Positive result.
- Management of specific / non-specific abdominal pains or backaches.
- Hospitalization for pain management.
- Treatment of Vertigo and variation in fever as per doctor’s advice for hospitalization.

MATERNITY BENEFITS

Schedule of Benefits (Maternity)	Category A	Category B	Category C	Categor y D	Category E
Normal Delivery Cesarean / Multipile Births / Foceps	Benchmarked according to AKUH rates				

The maternity benefit will available to all dependent wives of the employees and married female employees as per the benefits. The Maternity benefit can be utilized only once in a policy period for either delivery, DNC, DNE or legal abortions.

1. The reasonable and customary charges for all Medically Necessary Treatment in connection with pre-natal and childbirth for the mother. Childbirth costs is also inclusive of:

2. Charges made by a physician or licensed midwife for the delivery, charges by a licensed midwife up to Rs. 10,000/- if delivery takes place at home.

3. Charges including general nursing care for the baby while the mother is confined in the hospital.

4. In the event that complications arise, this limit is increased to the amount of benefits for caesarian section. Complications are defined as:

5. A caesarean section when a physician has certified in writing that a normal delivery will endanger the life of the mother and/or child(ren).

6. Extra-uterine pregnancy or complications requiring intra-abdominal surgery after necessary termination of the a pregnancy for medical reasons;

7. Assisted Deliveries (forceps, / Vaccum / Vantose) delivery to be covered under this category.

8. In the event of multiple births in a single pregnancy, this sub-limit is increased to the limit of benefits for multiple births or equivalent to caesarian limits.

9. Only medically necessary legal abortions / DNC’S / DNE’S on medical grounds will be covered up to the limits stated in Normal Delivery or any limit mentioned specifically in the structure of benefits.

10. The first doses of BCG, Polio Vaccinations and Hepatitis B Vaccine will be paid from the Maternity Benefit, administrated during the confinement related to the delivery.

Maternity Benefit:

- Disclosed/disclosed pre-existing conditions of the married female employees/spouses will be fully covered up to the age of 44 years.

PRE & POST NATAL EXPENSES:

- Pre & Post Natal expenses will be fully covered & payable after the delivery.

CIRCUMCISION:

Cost of Circumcision for baby boys up to Rs.10,000/- (In case of twin deliveries is Rs.20,000/-).

OUT-PATIENT REIMBURSEMENT BENEFIT

Schedule of Benefits	**Category A**	**Category B**	**Category C**	**Category D**	**Category E**
OPD Limits	50,000	44,000	40,000	36,000	30,000

The following services may be covered by this extension;

1. Charges paid to the general Practitioner for allopathic, Hikmat, homeopathic or herbal medicine.
2. Specialist’s consultation.
3. Prescribed medicines and treatments.

4. Dental Treatment.

5. Physiotherapy / acupuncture.

6. Laboratory and X-Ray tests and examinations.

7. ECG’s, EMG’s and EEG examinations and other diagnostic tests.

8. Pre & post-natal treatments, tests & supplies.

9. Osteopathy.

10. Cost of eye testing.

11. Cupping / Hijama

STANDARD SPECIALIZED INVESTIGATIONS COVERED IN IPD POLICY (WITHOUT COVERAGE OF PRE & POST EXPENSES):

Scopes

- Gastrscopy
- Endscopy
- Brnchoscopy
- Clonoscopy

Scans

- MRI

- CT scan
- Thyrid scan
- Renal scan
- Thallium scan
- PET scan
- Bne scan (only for cancer pts)
- Cartid Doppler
- Barium Meal
- Barium Swallw
- Barium Enema
- CT Angi

Conduction Studies

- NCS / EMG
- EEG

Graphic Studies

- Cronary Angiography

- Mammgraphy
- ETT
- Hlter Monitoring
- Ech / Stress Echo
- All types f Biopsies
- OCT
- FFA

COVERED DAY CARE PROCEDURES UNDER LOCAL / GA:

Following procedures performed under LA will be covered as per medical necessity;

- Painful/infected In grown toe nail (IGTN)
- Infected cases (Abscess/cyst) Incision / drainage
- Painful Lipoma (Cosmetic removal is not covered)
- Painful Planter warts
- Carpel Tunnel Syndrome Surgery/ daycare orthopedic procedures such as POP Back slabs
- Cubital Tunnel Syndrome Surgery
- Cataract Surgery (Cost of IOL shall be covered up to maximum amount of Rs.50,000/-

- Injection Avastin
- Injection Lucentis
- All medically necessary eye procedures under LA, e.g. Pterygium (blurring vision), Nasolacrimal duct blockage, Chalazion, painful internal / external hordeolum etc.
- Any eye disorder leading towards vision impairment e.g. retinal detachment, Periretinal membrane, Keratoconus
- Painful Sebaceous Cyst
- USG guided Abscess drainage/Biopsy
- Painful Ganglion
- Endoscopic Ultrasound procedure
- Dialysis
- RFA Procedure (Radio Frequency Ablation , for abnormal electrical conductivity of Heart)
- Lithotripsy (for Kidney Stones)
- Chemotherapy
- Radiotherapy
- Pre and post covered in daycare cases
- Day care room limit covered category wise.

3(b): Life Insurance Requirements:

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The tentative number of lives to be covered under Life Insurance will be as follows:

Category	**Employee**	**Group Life**
A	9	2000000
B	6	1700000
C	14	1400000
D	20	1200000
E	5	800000
Grand Total	**54**	

Responsibilities of the Insurer:

- To provide seamless support across Pakistan in line with the Scope of Work /Services mentioned in the technical proposal.
- Ensure proper record of nominees for each insured employee

- In case of death, facilitate smooth and timely processing of claims to the nominee(s) within **15 working days** of submission of complete documents
- Maintain strict confidentiality of employee data and personal information.

LIFE INSURANCE BENEFITS

Schedule of Benefits	**Category A**	**Category B**	**Category C**	**Category D**	**Category E**
Life Insurance (per Annum Limit)	2,000,000	1,700,000	1,400,000	1,200,000	800,000

Age Limit:

- Minimum eligibility age shall be 18 years.
- Maximum eligibility age shall be 65 years.

INSURANCE COVERAGE

Death Benefits

- If an employee dies while insured, the insurance company will have to pay the amount, for which the employee is insured (100% coverage) to the beneficiary.

Injuries deemed to result in

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- **Permanent Total Disablement (100% coverage)**
- Loss of both hands or amputation at higher sites
- Loss of hand and foot
- Double amputation through leg or thigh; or amputation through leg or thigh on one side and loss of other foot
- Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential
- Very severe facial disfigurement
- Absolute deafness
- **Permanent Partial Disablement**

S. No.	Description of Injuries	Percentage
	AMPUTATION CASES UPPER LIMBS	
1.	Amputation through shoulder joint	90
2.	Amputation below shoulder with stump less than 8” from tip of acromion	80
3.	Amputation from 8“ from tip of acromion to less than 4 ½” below tip of olecranon	70

4.	Loss of hand or of thumb and four fingers of one hand or amputation from 4 ½” below tip of olecranon	60
5.	Loss of thumb	30
6.	Loss of thumb and its metacarpal bone	40
7.	Loss of four fingers of one hand	50
8.	Loss of three fingers of one hand	30
9.	Loss of two fingers of one hand	20
10.	Loss of terminal phalanx of thumb	20

	AMPUTATION CASES LOWER LIMBS	
11.	Amputation of both feet resulting in end bearing stump	90
12.	Amputation through both feet proximal to the metatarso-phalangeal	80

13.	Loss of all toes of both feet through the metatarso-phalangeal joint	40
14.	Loss of all toes of both feet proximal to the proximal interphalangeal	30
15.	Loss of all toes of both feet distal to the proximal interphalangeal joint	20
16.	Amputation at hip	90
17.	Amputation at hip with stump not exceeding 5” in length measured from tip of greater trochanta	80
18.	Amputation below hip with stump not exceeding 5” in length measured from tip of greater trochanta	70
19.	Amputation below middle thigh to 3 1 /2” below knee	60
20.	Amputation below knee with stump exceeding 3 1 /2” but not exceeding 5”	50
21.	Amputation below knee with stump exceeding 5”	40
22.	Amputation of one foot resulting in endearing	30

23.	Amputation through one foot proximal to the metatarso-phalangeal joint	30
24.	Loss of all toes of one foot through the metatarso-phalangeal joint	20

OTHER INJURIES

25.	Loss of one eye without complication, the other being normal	40
26.	Loss of vision of one eye without complication or disfigurement of eyeball, the other being normal	30

FINGERS OF RIHT/LEFT HAND

	I. INDEX FINGER	
27.	Whole	14
28.	Two Phalanxes	11
29.	One Phalanx	9
30.	Guillotine amputation of tip without loss of bone	5

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	II. MIDDLE FINGER	
31.	Whole	12
32.	Two Phalanxes	9
33.	One Phalanxes	7
34.	Guillotine amputation of tip without loss of bone	4
	III. RING OR LITTLE FINGER	
35.	Whole	7
36.	Two Phalanxes	6
37.	One Phalanxes	5
38.	Guillotine amputation of tip without loss of bone	2

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TOE OF LEFT/RIGHT FOOT

	I.GREAT TOE	
39.	Through metatarso-phalangeal joint	14
40.	Part, with some loss of bone	3
	II. ANY OTHER TOE	
41.	Through metatarso-phalangeal joint	3
42.	Part, with some loss of bone	1
	III. TWO TOES OF ONE FOOT, EXCLUDING GREAT TOE	
43.	Through metatarso-phalangeal joint	6
44.	Part, with some loss of bone	2
	IV. THREE TOES OF ONE FOOT, EXCLUDING GREAT TOE	
45.	Through metatarso-phalangeal joint	6

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46.	Part, with some loss of bone	3
	V. FOUR TOES OF ONE FOOT, EXCLUDING GREAT TOE	
47.	Through metatarso-phalangeal joint	9
48.	Part, with some loss of bone	3

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Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

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General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. 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, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

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

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **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 in so far 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.

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13.3. **Extension of Time**
Any period within which a Contractor 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.

13.4. **Payments**
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**
The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**
The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor’s notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency’s legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor’s sole remuneration in connection with this Contract or the Services, and the Contractor 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 Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. 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 Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: National Institute of Banking and Finance Pakistan (Facility Management Division), General Manager National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad

The Supplier is:

The title of the subject procurement is:Services Of Health and Life Insurance Policies at NIBAF-P

Number of GC Clause 2

Applicable/Governing Law:

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

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

National Institute of Banking and Finance Pakistan (Facility Management Division), General Manager
National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad
+92-213-527-7500
NIBAF.Procurement@nibaf.org.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

National Institute of Banking and Finance Pakistan (Facility Management Division), General Manager
National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad
+92-213-527-7500
NIBAF.Procurement@nibaf.org.pk

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **5.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 5.00% of the contract price in acceptable form of Pay Order, Call at Deposit, Bank Guarantee, Demand Draft

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P72724***

To: **National Institute of Banking and Finance Pakistan (Facility Management Division), General Manager National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **National Institute of Banking and Finance Pakistan (Facility Management Division), General Manager National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad**

(hereinafter called “the Procuring Agency”) of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Services Of Health and Life Insurance Policies at NIBAF-P (*P72724*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] 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 or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations 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.

[Name of Supplier] 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, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

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 time 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.

Performance Guarantee Form

Performance Guarantee Form

To: **National Institute of Banking and Finance Pakistan (Facility Management Division), General Manager National Institute of Banking and Finance Pakistan Pitras Bukhari Road, Sector, H-8/1, Islamabad**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, 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 Bidder 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: *[insert date]*

Signature and seal of the Guarantors

____

[name of bank or financial institution]

[address]

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

Annexure

History of Loss ratio for Health Insurance

Information (Read-Only)

See Form Under Additional Forms and Documents: **History of Loss ratio for Health Insurance** (page number: 89)

History of Loss ratio for Life Insurance

Information (Read-Only)

See Form Under Additional Forms and Documents: **History of Loss ratio for Life Insurance** (page number: 90)

Required Document

Information (Read-Only)

See Form Under Additional Forms and Documents: **Required Document** (page number: 92)

Technical Specification

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Technical Specification** (page number: 96)

Financial Specification

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Specification** (page number: 101)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

Additional Forms and Documents

LOSS RATIO REPORT

S. NO	CLIENT NAME	POLICY NUMBER	POLICY FROM DATE	POLICY TO DATE	REPORT RUN DATE	# OF DAYS	EARN PERIOD	GROSS PREMIUM	ENDORSEMENT PREMIUM	TOTAL GROSS PREMIUM	EARNED PREMIUM	PAID CLAIM	PENDING CLAIMS	PAID & PENDING CLAIMS	ADMIN CHARGES	IBNR	TOTAL CLAIM WITH IBNR & ADMIN	LOSS RATIO ON EARNED PREMIUM
1	NATIONAL INSTITUTE OF BANKING AND FINANCE, PAKISTAN	PL-0326-01200503-H01-D-00001	Mar 1, 2026	Aug 31, 2026	Jul 23, 2026	184	145	1,745,110	9,545	1,754,655	**1,382,744**	**378,406**	**230,000**	**608,406**	**207,412**	**37,841**	**853,658**	**61.74%**
2	NATIONAL INSTITUTE OF BANKING AND FINANCE, PAKISTAN	PL-0925-01200503-H01-D-00004	Sep 1, 2025	Feb 28, 2026	Jul 23, 2026	181	181	1,787,516	(28,508)	1,759,008	**1,759,008**	**2,550,652**	**125,000**	**2,675,652**	**263,851**	**-**	**2,939,503**	**167.11%**
3	NATIONAL INSTITUTE OF BANKING AND FINANCE, PAKISTAN	PL-0325-01200503-H01-D-00002	Mar 1, 2025	Aug 31, 2025	Jul 23, 2026	184	184	1,846,750	(23,525)	1,823,225	**1,823,225**	**618,149**	**15,000**	**633,149**	**273,484**	**-**	**906,633**	**49.73%**
4	NATIONAL INSTITUTE OF BANKING AND FINANCE, PAKISTAN	PL-1024-01200503-H01-D-00005	Sep 1, 2024	Feb 28, 2025	Jul 23, 2026	181	181	1,736,873	10,969	1,747,842	**1,747,842**	**153,411**	**-**	**153,411**	**262,176**	**-**	**415,587**	**23.78%**
										7,084,730	**6,712,819**	**3,700,618**	**370,000**	**4,070,618**	**1,006,923**	**37,841**	**5,115,382**	**76.20%**

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

GROUP LIFE EMPLOYEE BENEFIT SERVICES
PAST CLAIM STATUS DETAILED REPORT
POLICY NUMBER : 092023010811

Company Name NIBAF Pakistan

As On : 21/07/2026

Type of Claim	Status	Claim No	Life Assured	C-NIC	Claim Sub Type	Date of Event	Date of Intim.	Initial Estimate	Ben. Desc	Ben. Amount	Tot. Amount	Payment Amount	Paym. Date
Sum Assured	**Outstanding Claims**												
	Status Total		**0**					**0**				**0**	
	Paid Claims												
	Status Total		**0**					**0**				**0**	
	Declined Claims												
	Status Total		**0**					**0**				**0**	
	Canceled Claims												
	Status Total		**0**					**0**				**0**	
	Accepted Not Paid												
	Status Total		**0**					**0**				**0**	
TOTAL													
Non Sum Assured	**Outstanding Claims**												
	Status Total		**0**					**0**				**0**	
	Paid Claims												
	Status Total		**0**					**0**				**0**	
	Declined Claims												
	Status Total		**0**					**0**				**0**	
	Canceled Claims												
	Status Total		**0**					**0**				**0**	

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

GROUP LIFE EMPLOYEE BENEFIT SERVICES

PAST CLAIM STATUS DETAILED REPORT

POLICY NUMBER : 092023010811

Company Name NIBAF Pakistan

As On : 21/07/2026

Date Printed: 22/07/2026 03:08 PM
User ID: WHANIF
Rep-ID: G_P_CLAIM_DET

Type of Claim	Status	Claim No	Life Assured	C-NIC	Claim Sub Type	Date of Event	Date of Intim.	Initial Estimate	Ben. Desc	Ben. Amount	Tot. Amount	Payment Amount	Paym. Date
Non Sum Assured	**Accepted Not Paid**												
	Status Total	**0**						**0**				**0**	
TOTAL													
Grand Total													

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
EPADS

SECTION IV (SCHEDULE A TO BID) – MINIMUM ELIGIBILITY/QUALIFICATION CRITERIA

1. Part A –Mandatory Eligibility/Qualification Criteria:

#	Minimum Eligibility/ Qualification Criteria	Means of verification	Bidder's Assessment
1.	The bidding firm must appear on the Active Tax Payers List of FBR.	Attach copies of relevant Tax Registration Certificate and proof of being on ATL of FBR.	
2.	The bidder must have a Valid Business License held to operate Health as well as Life Insurance services all over the Country	Copies of valid License	
3.	The credit rating of the Bidder should be atleast AA++ by PACRA or VIS atleast for last 03 consecutive years	Sufficient Documentary Evidence	
4.	The bidder must be an active member of Insurance Association of Pakistan.	Sufficient documentary proof/certificate of membership	
5.	The bidder should have at least 10 years of experience to reputable organizations and have 03 contracts each amounting Rs.10 (ten) million (annually) during last 03 consecutive years either completed or running and must have Head/Regional office in Karachi.	Copies of contract/ certificates of registration/work order/office address etc.	
6.	The bidder should submit an affidavit that it has never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority.	Undertaking required on stamp paper of Rs.100/-	
7.	The bidder's services should have never been terminated by NIBAF Pakistan, SBP or any of its subsidiaries due to quality/quantity related issues.	Undertaking required on stamp paper of Rs.100/-	
8.	Minimum 10 Doctors employed on bidder's payroll for case management	Documentary Evidence	
9.	Bid Security of Rs.200,000/- in favor of National Institute of Banking and Finance Pakistan (NIBAF Pakistan)	As per Para 14.1 of ITB	
The Bidders who meet the mandatory eligibility criteria will be further evaluated based on the given score-based evaluation criteria.			

1. Part B – Score-based Evaluation Criteria

Qualification Parameter	Maximum Score	Means of Verification
i. Number of years in Health Insurance business in corporate sector.	15	Attach Registration Certificate and/or evidences of Business to prove the years of business
ii. Number of years in Life Insurance business in corporate sector.	15	As mentioned above
iii. Number of panel hospitals all over Pakistan.	20	Attach the List of Panel Hospitals
iv. Corporate clients have more than 500 insured lives annually in last 3 years	20	Attach relevant evidence
v. Number of Medical Doctors on Payroll for Case Management	20	Attach the list of Medical Doctors on payroll
vi. In House Approval Centre 24/7	10	Attach relevant evidence
Total		**100**

Note:

i. Minimum passing score to qualify for next stage is **70** in technical criteria. Zero marks in any parameter will be the disqualification of the bidder.

ii. Weightage of the Technical & Financial Proposals shall be in the ratio of 40:60, respectively.

2. NIBAF PAKISTAN invites single stage one envelope tender under PPRA Rules, 2014 for hiring services of Health & Life Insurance from well reputed insurance companies qualifying the criteria. The services are required for a period of 1 year starting from issuance of the Purchase order, which will be extendable up to 02 years subject to mutual consent and satisfactorily Services.

3. Details of the mandatory requirements of both health as well as Life Insurance are appended below;

All Bidders, qualifying the mandatory eligibility criteria, are required to obtain at least the minimum marks and provide supporting documentary evidence for each criteria mentioned below:

Criteria	Level	Score
i. Number of years in Health Insurance business in corporate sector.	More than 20 years	15
	Between 15 to 20 years	10
	Between 10 to 15	5
ii. Number of years in Life Insurance business in corporate sector.	More than 15 years	15
	Between 10 to 15 years	10
iii. Number of panel hospitals all over Pakistan.	401 or above hospitals	20
	Between 351 to 400 hospitals	15
	Between 301 to 350 hospitals	10
	300 or below hospitals	05
iv. Corporate clients have more than 500 insured lives annually in Last 3 years	15 or above Corporate Clients	20
	10 to 14 Corporate Clients	15
	05-09 Corporate Clients	10
	04 or below Corporate Clients	05
v. Number of Medical Doctors on Payroll for Case Management	15 or more	20
	13 to 15	15
	10 to 12	05
vi. In House Approval Centre 24/7	Own Approval Centre	10

Technical proposals will be evaluated based on the aforementioned scoring criteria, with a minimum of 70% required in the technical evaluation to qualify.

Financial Evaluation Criteria:

The lowest quoted bid amount among all technically qualified Bidders will be used as the numerator, and each respective bidder's financial quotation will serve as the denominator. The financial evaluation score will be calculated using the following formula:

Financial Evaluation Score = (Lowest Bid Amount / Bidder's Quoted Amount) × 100

Illustration:

For example, three insurers have submitted the following financial bids:

Company Name	Insurer 1	Insurer 2	Insurer 3
Financial Bid	Rs. 233	Rs. 250	Rs. 228

In this case, Insurer 3 has submitted the lowest bid of Rs. 228, which will be used as the numerator in all calculations.

Company Name	Financial Evaluation Score
Insurer 1	(228 / 233) × 100 = 97.85
Insurer 2	(228 / 250) × 100 = 91.20
Insurer 3	(228 / 228) × 100 = 100.00

Note: The above figures are provided for illustrative purposes only.

Overall Evaluation Criteria (for technically qualified insurer(s)):

- Technical Evaluation Weightage: 40%
- Financial Evaluation Weightage: 60%

Overall Evaluation = (Marks in Technical Evaluation x 40%) + (Marks in Financial Evaluation x 60%)

The bid scoring highest marks in overall Bid Evaluation will be considered for award of contract.

Note:

- The Bidders must submit documentary evidence in support of above. In case of non-submission hereof, the relevant bid will be rejected.
- The Bidders' minimum Eligibility/Qualification will be ascertained totally on Compliance basis.

Seal and Signature of Bidder:

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form – I
(Authorization Form for Bidder's Representative)

Date: _________

ITB No: NIBAFP/PROC/H&L/00005/2026
Title: Services of Health and Life Insurance Policies as per Specifications

We, **M/s < ________________________________ >** , incorporated under *<mention the relevant Act/ordinance/regulation>* ________________________________ having its registered office at **<____>** do hereby nominate **Mr./Ms. <______________________________>, Designation < ______________________>, CNIC# <______________________>** as our lawful representative to participate, negotiate, sign, correspond and fulfil all associated formalities of the subject procurement on our behalf.

Specimen of Signature: ______________________

Official Seal & Signature of Bidder:	________________________________
Date:	________________________________

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form – II

(Technical Bid Submission Form / Form of Bid)

(ON SERVICE PROVIDER'S LETTERHEAD)

Bid Reference No. NIBAFP/PROC/H&L/00005/2026

Services of Health and Life Insurance Policies as per Specifications

To:

The General Manager, Facility Management Division
National Institute of Banking and Finance Pakistan
M. T. Khan Road, Karachi.

Dear Madam/Sir,

1. Having examined the Bidding Documents including Addenda Nos. ___________________ for the execution of the above-named services, we, the undersigned, being a company/firm doing business under the name of _______________and address ____and being duly incorporated established under the laws of Pakistan hereby offer to execute the subject services and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price as stated in Volume-II: Schedule of Prices or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security as provided in Bid Data Sheet drawn in your favor or made payable to you and valid for a period of two hundred eight (208) days.
4. We undertake, if we qualify and our Bid is accepted, to take up the subject services for the time period as stated in Bid Data Sheet.
5. We agree to abide by this Bid for a period of **180** days from the date fixed for opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to execute and abide by the Performance Guarantee referred to in Conditions of Contract for the due performance of the Services.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Services.
10. We do hereby declare that all the terms and conditions mentioned in the Bidding Documents are acceptable to us and we have no objection about any clause/sub-clause of the Conditions of Contract and other parts of the Bidding Documents.

Dated this _______________day of _______________202__.

____

[Seal & signature]   [in the capacity of]

Duly authorized to sign Bid for and on behalf of ________

Form IV
(Technical Compliance Form)

Sr.#	Description	Bidder Response (Yes/No)
1	All the requirements mentioned in "Section-VI-Part I-"Specific Services Data/Scope of Services".	
2	All the stated Terms and Conditions of the Contract including Specific Services Data/Scope of Services and forms etc.	
3	Bid is unconditional.	

Seal and Signature of Bidder:____

General Note

- *The bid found to be the Most Advantageous i.e. having qualified the minimum eligibility/qualification criteria and scoring maximum marks in the combined technical and financial evaluation as per the given evaluation criteria will be awarded the contract.*

Form – V
Affidavit for Bidder's Blacklisting Status
(on stamp Paper of Rs. 100/-)

Dear Sir,

1. I/We, M/s--- , hereby undertake that I/We, M/s shall comply with all applicable on the subject matter.

2. I/We, M/s -- , understand and agree unconditionally that in case I/We, M/s fail to abide by the above undertaking or any of terms of the Contract, the Client/ NIBAF PAKISTAN shall be at liberty to terminate the Contract without prejudice to any other rights / remedy available in the Contract.

3. I/We hereby confirm and declare that I/We, M/s --- , has neither been Blacklisted/debarred under **Rule 19 of PPR-2004** nor sanctioned by National Counter Terrorism Authority (NACTA).

4. Detection of false declaration/statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security and/or Performance Guarantee and termination of the contract.

For Bidder
(Sign and Stamp)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Form – VI
(Declaration of Beneficial Owners' Information)

In case of services/works worth Rs.50 million or above, the bidder shall provide Beneficial Ownership information on the below prescribed Form:

1. Name	
2. Father's Name/Spouse's Name	
3. CNIC/NICOP/Passport no.	
4. Nationality	
5. Residential address	
6. Email address	
7. Date on which shareholding, control or interest acquired in the business.	

8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/ Limited Liability Partnership/ Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering Authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature
(Person authorized to issue notice on behalf of the company)

FIN. FORM I – FINANCIAL PROPOSAL SUBMISSION FORM

(On Official Letterhead)

Date: __

To:

The General Manager

Facility Division Management

National Institute of Banking and Finance,

Molvi Tameez-ud-din Road Karachi Office.

Karachi

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer requisite services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, in case our Bid is accepted, to deliver the services in accordance with the schedule specified and other terms and conditions of the contract.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5% of the contract amount for the due performance of the Contract, in the form prescribed by NIBAF .

We agree to abide by this Bid for a period of 180 (One Hundred Eighty Days) from the date fixed for Bid opening under Clause 21 of the Instructions to Bidders, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

If our Bid is accepted then until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Dated this _______________day of _______________2026_.

[Seal & signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of ______________.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

FIN. FORM II – PRICE SCHEDULE

(On Official Letterhead)

Name of Bidder___________________________________

Procurement Title: Services of Health and Life Insurance Policies as per Specifications

Reference Number: ***NIBAFP/PROC/H&L/00005/2026***

A. Group Health Insurance Price Detail

Category	Employees	Spouses	Children	Total Lives	AS per AKUH Bench Marked		
					Room Limit	Normal Maternity Limit	Caesarian/Multiple Birth
A	10	9	22	**41**			
B	7	4	13	**24**			
C	16	14	28	**58**			
D	22	12	27	**61**			
E	5	5	9	**19**			

(To be Filled by the Bidder according to the details mentioned in bidding document)

Premium Calculation

Age Band Detail of lives.

Age Band No of Insured	Category A	Category B	Category C	Category D	Category E
Upto 17	17	10	26	20	6
18-29	5	3	4	12	2
30-39	3	3	15	20	1
40-49	12	7	8	5	6
50-59	3	1	4	4	4
60-64	1	-	-	-	-
65-67	-	-	-	-	-
68-72	-	-	1	-	-
Total	**41**	**24**	**58**	**61**	**19**

For Maternity Premium Calculation:

Age Band No of Insured	Category A	Category B	Category C	Category D	Category E
Upto 25	-			1	
26-30	-		1	4	
31-35	1	1	3	1	
36-40	2	1	4	3	1
41-45	2	1	2	2	2
Total	**4**	**3**	**11**	**11**	**3**

S/N	Description	Price (Rs.)
01	Hospitalization Premium	
02	Maternity Premium	
03	Corporate OPD Pool	
04	Admin Charges on OPD Pool (Please Mention Percentage)	
05	Gross Premium	
06	Detail of Surcharges/duties, if any	
07	Net Premium (A)	

(Bidder may add any detail in case of requirement)

Please Note the following.

1. **Coverage of employees and spouse should be upto 65 years**

2. **The bidder should ensure to provide services as mentioned in Annexure-A**

3. **Bidder should submit the detailed premium calculation sheet for verification**

4. **Final list of Insurance Lives will be shared with winning bidder and Insurance premium will be adjusted accordingly.**

5. **Payment shall be made Bi-annually as an advance according to the standard practices. Further, the payments shall be made upon submission of invoice/s and after verification by concerned Designated Official/s of the Client. Further, payment shall be made as per actual services delivered.**

B. Group Life Insurance Price Detail

For Employee

S#	Benefits	Rate	Premium Amount
1	Life Insurance		
2	Accidental Death Insurance		
3	Permanent total/Partial & Temporary total Disability (Due to accident)		
4	Permanent total disability (Due) to Natural		
5	Terminal Illness Benefit		
Total Premium (B)			

(Bidder may add any detail in case of requirement)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

- Free Cover Limit = 2,000,000/-
- Eligibility Criteria = Upto 65 years of Age

Formula for Calculation of Most Advantageous Bid		
Weights are assigned to both categories in price schedule	**Description**	**Weightage %**
A	**Group Health Insurance**	**80%**
B	**Group Life Insurance**	**20%**

For financial evaluation of responsive Bidders, the score of all Bidders for both categories (A & B) is workout by following formula:
Weightage Score of a bidder for a category = Lowest Amount quoted by any bidder for respective category / Amount quoted by respective bidder in respective category * Weightage of respective Category
Sum of weighted score of Technical (40%) and Financial Evaluation (60 %) will be the final score and the bidder scoring the highest total marks out of 100 will be declared as the most advantageous (lowest evaluated bidder).

Authorized Signature {In full and initials}:
Name and Title of Signatory:
In the capacity of:
Address:
E-mail: ______________________________
Date: ________________________________

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS