

**QUAID E AZAM SOLAR POWER (PVT) LTD.**

**TENDER DOCUMENT  
FOR GROUP LIFE INSURANCE 2017-2018**

**Office: 3rd Floor, 83-A E/1, Main Boulevard, Gulberg III, Lahore  
Phone: 042-35790363-5  
Fax: 042-35790366**

# INVITATION FOR BIDS

Quaid e Azam Solar Power (Pvt) Ltd. invites sealed bids from financially sound Corporate bodies/Companies/organizations (hereafter referred to as “Insurance Companies”) for provision of GROUP LIFE INSURANCE 2017-2018 to its employees, at Head Office Lahore and Bahawalpur Field Office. The period of insurance cover will be of one year. The insurance companies fulfilling the following criteria may participate in the bidding process.

- Minimum AA rated by PACRA/JCR-VIS (attach evidence)
- PRA and FBR registered company (attach evidence)
- Certificate of Registration from SECP to carry on Insurance business. (attach evidence)

Only authorized representatives of insurance companies having authority letter in their favor issued by their Head Office can collect the list of employees along with designation on from the address mentioned herein above or through email at **hr@qasolar.com**.

## **Terms and Conditions**

The bidder shall also provide following information with the sealed bids (Technical Proposal and Financial Proposal) **in one envelope**:

### **Technical Proposal:**

Technical proposal should contain following and any additional information

1. Minimum 05 years of experience of handling life insurance business with government, semi government and autonomous bodies on letter head with sign and stamp.
2. Dealing insured members more than 100,000 (individual & corporate clients, government organizations) on letter head with sign and stamp.
3. Complete organizational portfolio with offices in the province
4. Company size (complete hierarchy of the organization)
5. Affidavit indicating that company is not blacklisted by any government, semi government or autonomous body
6. Claim settlement to premium ratio
7. Time period for settlement of LIFE claims
8. Call Deposit Receipt (CDR) of Rs. 6000/- in the form of pay order or demand draft favoring Quaid e Azam Solar Power (Pvt) Ltd. The CDR should be valid for a period not less than 12 months.

## Financial Proposal:

### LIFE INSURANCE

Financial proposal for LIFE INSURANCE should be based on following information

### Category wise number of employees and their sum to be assured;

#### Schedule:

Category	Designations	No. of employees	Sum Assured for Individual Person
A	Chief Executive Officer	1	3,000,000
B	Chiefs	3	2,500,000
C	Managers & Deputy Managers	7	2,000,000
D	Assistant Managers & Officers	20	1,500,000
E	Other Staff	23	1,000,000

#### Eligible Employees:

All staff up to the age of 65 years should be included.

#### Benefits required:

- Life Insurance (as per schedule)
- Accidental Death Insurance (Twice sum assured will be given in case of accidental death)
- Total Permanent Disability – Accidental (Twice sum assured will be given in case of total permanent disability-accidental) (Life time accidental disability)
- Total Partial Disability – Accidental (Twice sum assured will be given in case of total partial disability-accidental) (For 2 years accidental disability)
- Total Permanent Disability (Twice sum assured will be given in case of total permanent disability).
- Temporary Total Disability – Accidental (75% of basic salary subject to maximum of Rs. 100,000/- per month) (For 6 months accidental disability)
- Terminal Illness (50% of life sum assured subject to maximum of Rs. 1,000,000/-)

The bids should be submitted in sealed envelope clearly mentioned “**TENDER NOTICE FOR PROVISION OF GROUP LIFE INSURANCE 2017-2018** along with CDR must be delivered to **Manager Human Resource, Quaid e Azam Solar Power (Pvt) Ltd, 3rd Floor, 83-A E/1, Main Boulevard, Gulberg III, Lahore till 1430 hours, 7<sup>th</sup> April 2017** before bid opening time and will be publically opened at 1500 hours in the presence of the interested bidders or their authorized representatives who may wish to attend.

**General Conditions:**

- All bid documents must be signed and stamped.
- The insurance company will be bound to provide the service within 7 days after issuance of work order.
- Services contract will be for a period of 12 months period subject to extension upon mutual consent.
- QA Solar has right to increase or decrease the number of Staff depends upon new induction or deduction.
- Late received bids after due time will be rejected and returned to the bidders unopened.
- Not alteration or amendment will be allowed in any case at the time of bid opening.
- Service providers should submit their best possible lowest prices with their bids. Bid validity period is 90 days, starting from the date of opening of bids.
- QA Solar will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
- All prices must be quoted in Pak Rupees and should include any Taxes applicable, such as PRA, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. Any subsequent change in tax regime would be adjusted accordingly.
- Tenders received through any other mode / addressed to any other person will not be entertained.
- QA Solar may reject all of the bids/offers at any time prior to the acceptance of a bid/offer.