

QUAID E AZAM SOLAR POWER (PVT) LTD.



Quaid-e-Azam Solar Power (Pvt.) Limited

TENDER DOCUMENT

for

GROUP HEALTH INSURANCE 2018-2019

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. (QASPL) invites technical and financial bids in separate sealed envelopes (enclosed in an outer single sealed envelope) from Corporate bodies/Companies/organizations (hereafter referred to as “Insurance Companies”) for provision of GROUP HEALTH INSURANCE 2018-2019 for its employees and their dependents (spouse and children), employed at Head Office, Lahore and Bahawalpur Site Office. The period of insurance cover will be one year.

INITIAL SCREENING

The insurance companies must fulfil the following initial screening criteria failing which, their bids will be considered non-responsive.

S.No.	DOCUMENTS REQUIRED	PROOF ATTACHED (Y/N)
1	Minimum AA rating by PACRA/JCR-VIS	
2	Registration with Sales Tax Department	
3	Registration with Income Tax Department	
4	Certificate of Registration from SECP to carry on Health Insurance business	
5	CDR of Bid Security	
6	Affidavit on stamp paper attested by the Oath Commissioner indicating that company is not blacklisted by any government, semi government or autonomous body	

TECHNICAL PROPOSAL

The technical proposal shall include the following information:-

S.No.	DOCUMENTS REQUIRED	PROOF ATTACHED (Y/N)
1	Minimum 75 hospitals on panel throughout the province of Punjab, preferably covering major cities of Punjab (compulsory Lahore and Bahawalpur)	
2	Dealing more than 100,000 insured members (individual & corporate clients, government organizations)	
3	Total professional experience with minimum 5 years of work experience with government, semi government and autonomous bodies mentioning assignment description, client, location, duration (start and finish dates), approximate value of services in handling life insurance business.	
4	Complete organizational portfolio, organogram and addresses of offices in the province	
5	Market share & Asset base	
6	List of present clients including performance certificates from the customers	
7	Proof that the company is a legal entity	
8	Claim settlement to premium ratio	
9	List of policy exclusions	
10	Time period for settlement of health claims	

Note: Only authorized representatives of insurance companies having authority letter in their favor (issued by their Head Office) can collect the information regarding detail of salient features of the benefits, list of employees and their dependents, from the given address or by sending a request via email at hr@qasolar.com.

FINANCIAL PROPOSAL

Financial proposal for Health Insurance should be based on following information:

Benefits Structure:

CATEGORY WISE HOSPITALIZATION BENEFIT LIMIT	A (PKR)	B (PKR)	C (PKR)	D (PKR)
Maximum annual limit per insured	500,000	400,000	325,000	250,000
Room and Board limit	15,000	10,000	8000	5000
<ul style="list-style-type: none"> ▪ Day care surgeries and treatments, Dialysis, MRI, CT Scan, Angiography, Cardiac surgeries and treatment, Cataract & Endoscopy from OPD; Treatment of fractures & Lacerated wounds; Local road ambulance, Dental & Skin Treatment etc. ▪ For emergencies only; Emergency dental treatment due to accidental injuries (within 48 hours of pain relief only) ▪ Emergency room, ward or department treatment for technical emergencies 	COVERED			
Complimentary Accidental Coverage	The maximum available hospitalization limit under each category will automatically be increased by 20% in case of hospitalization due to accidental injuries.			
Category Wise Annual Maternity Limit	A (Rs.)	B (Rs.)	C (Rs.)	D (Rs.)
Normal (Other Than Caesarian /Multiple Births)	150,000	150,000	150,000	100,000
Caesarian / Multiple Births	200,000	150,000	150,000	100,000
<ul style="list-style-type: none"> • Pre Natal Expenses are covered up to Rs. 10,000/- or 25% of the Normal Maternity Limit or whichever is higher 				

- A. Chief Executive Officer
- B. Chief and Managers
- C. Deputy Managers, Assistant Managers and Officers
- D. Other Staff

In case the hospital/clinic is not on panel, in case of an emergency including child birth, the employee will pay from his/her pocket and the insurer shall reimburse full claim of employee up to his/her entitlement subject to submission of actual receipts/bills. Such reimbursement shall be carried out as soon as possible but not later than one month from the date of claim submitted.

TERMS AND CONDITIONS

- The bids should be submitted in sealed envelope clearly mentioned “**TENDER NOTICE FOR PROVISION OF GROUP HEALTH INSURANCE 2018-2019**”.
- The bids shall remain valid for 90 days from the date of opening of bids and the prices quoted by the bidder shall remain valid for at least 12 months from the date of signing the contract/agreement.

- Rates quotes should be in Pak. Rupees inclusive of all applicable taxes (to be indicated separately). If not specifically mentioned in the Bid, it will be presumed that the prices are tax inclusive.
- The insurance company will be bound to provide the service within 7 days of signing of the contract.
- The contract will be for a period of 12 months subject to extension upon mutual consent.
- QA Solar has the right to increase or decrease the number of staff depending upon new induction or deduction.
- Bids/proposals must be accompanied by Call Deposit Receipt (CDR) amounting to Rs. 50,000/- (within 5% of the estimated procurement budget) 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.
- The sealed bids (marked bid title on envelope) 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** by or before **1430 hours on 21st March, 2018**. The same will be publically opened at **1500 hours** in the presence of the interested bidders or their authorized representatives who may wish to attend.
- Late received bids after due time will be rejected and returned to the bidders unopened. No alteration or amendment will be allowed after bid submission.
- QA Solar will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
- The payment of premium for the 12 months shall be made in two equal installments i.e. 1st at the time of signing the contract and 2nd after 6 months of 1st installment.
- Tenders received through any other mode / addressed to any other person will not be entertained.

Important Note: QA Solar may reject all of the bids/offers at any time prior to the acceptance of a bid/offer, in accordance with Punjab Procurement Rules 2014.