

# Quaid-e-Azam Solar Power (Pvt.) Ltd

## TENDER DOCUMENT FOR OFFICE VEHICLES INSURANCE

### POLICY 2015-2016



Quaid e Azam Solar Power (pvt) Ltd

**3<sup>rd</sup> Floor, 83A E/1, NIB Bank Building, Main  
Boulevard, Lahore Pakistan.**

**Phone: 0423-5790363-65**

**Fax: 0423-5790366**

#### INVITATION FOR BIDS

Quaid-e-Azam Solar Power Pvt. Ltd. invites sealed bids from financially sound firms/organizations (to be called as insurance companies hereinafter) for provision of OFFICE VEHICLES INSURANCE POLICY 2015-2016 for Head Office Lahore. The period of insurance cover will be for one year.

The insurance companies fulfilling criteria may participate in the bidding process.

- x Minimum AA rated by PACRA/JCR-VIS
- x Minimum 05 years of experience of handling vehicle insurance business
- x Dealing insured vehicles of individual, corporate clients and government organizations
- GST and Income Tax registered company

The insurance companies can obtain details from our website [www.qasolar.com](http://www.qasolar.com) and PPRA website <http://ppra.punjab.gov.pk> as well.

## Terms and Conditions

Quaid-e-Azam Solar Power Pvt. Ltd. would also like to have following information with the sealed bids (Technical Proposal and Commercial Proposal) **within one envelope** on Existing and Proposed plans of benefits:

### **Technical Proposal:**

Technical proposal should contain following and any additional information

- a. A brief description of the organization (minimum 5 years of working experience)
  1. The insurance company should be registered with Income, Sales Tax Departments (if required) and Securities & Exchange Commission of Pakistan.
  2. Complete organizational portfolio with offices in the province of Punjab.
  3. Company size (complete hierarchy of the organization)
  4. Company rating evidence
  5. Experience with government, semi government and autonomous bodies
  6. Total professional experience
  7. List of hospitals in the province
  8. Market share and list of present clients
  9. Performance certificates from the customers
  10. Proof of company as legal entity
  11. Affidavit indicating that company is not blacklisted by any government, semi government or autonomous body
  12. Asset base
  13. Claim settlement to premium ratio
  14. Quality work and efficiency
  15. List of policy exclusions
  16. Time period for settlement of VEHICLE claims
- b. An outline of recent (minimum 05 years) experience on assignments of similar nature mentioning assignment description, client, location, duration (start and finish dates), approximate value of services in handling vehicle insurance business.
- c. Company understanding of the objectives, their approach towards the assignment and a description of methodology that the company proposes to perform activities
- d. Prices quoted shall remain valid for a period of 12 months from the closing date of proposal
- f. Rates quoted should be in Pak. Rupees inclusive of all applicable taxes
- g. The insurance company will be bound to provide the service within 7 days after issuance of work order.

- h. Services contract will be for a period of 12 months subject to extension upon mutual consent.
- i. QAS has the right to cancel the policy or increase or decrease the number of vehicles depends upon new induction or deduction.

**Commercial Proposal:**

Commercial proposal for VEHICLE INSURANCE should be based on following information

**DETAIL OF 4 VEHICLES**

Vehicle	Model	CC	Manufacturing Year	Cost (Rs)	Registration No.	Chassis Number	Engine Number
Toyota	Corolla	1299	2014	1,625,500/-	LEJ-14-1043	NZE140-2187166	Y998159
Toyota	Corolla	1299	2014	1,575,500/-	LEJ-14-1046	NZE140-2188409	Z009310
Toyota	Corolla	1299	2014	1,625,500/-	LEJ-14-1047	NZE140-2187939	Z005462
Toyota	Hilux	2494	2014	3,672,000/-	LEJ-14-1042	KUN25R-9605331	2KDU456054

**Coverage:**

Comprehensive insurance should include own damages, theft/snatching, accident, fire, riot/strike and malicious damage, any legal liability out of any accident to third party and terrorism.

All bids/proposals must be accompanied by:

- x Call Deposit Receipt (CDR) of two percent (2%) for the value of the one year quoted price 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.
- x Copy of letter certifying company's rating by PACRA/JCR.VIS

The sealed bids (marked bid title on envelope) along with CDR must be delivered to **CEO, QAS,**

**83A E/1, NIB Bank Building, Main Boulevard, Gulberg III, Lahore** till 7<sup>th</sup> August, 2015 before bid opening time and will be publically opened on 7<sup>th</sup> August, 2015 at 03:00 pm in the conference room QAS Lahore Office, in the presence of the interested bidders or their authorized representatives who may wish to attend.

- x Late received bids after due time will be rejected and returned to the bidders unopened.
- x No alteration or amendment will be allowed in any case at the time of bid opening.
- x Insurance companies submit their best possible lowest prices with their bids.

x QAS 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 GST, 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.

The bids should be submitted in sealed envelope clearly mentioned **“TENDER NOTICE FOR PROVISION OF OFFICE VEHICLES INSURANCE POLICY 2015-2016”**