

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

**TENDER DOCUMENT  
FOR GROUP HEALTH INSURANCE 2016-2017**

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

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## 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") registered with Sales Tax department, Income Tax department having National Tax Number (NTN) and SECP for provision of GROUP HEALTH INSURANCE 2016-2017 to its employees and their dependents (spouse and children), at Head Office Lahore and Bahawalpur Field Office. The period of insurance cover will be one year. The insurance companies fulfilling criteria may participate in the bidding process.

- Minimum AA rated by PACRA/JCR-VIS
- Minimum 05 years of experience of handling health insurance business
- Minimum 75 hospitals on panel throughout the province of Punjab, preferably covering major cities of Punjab (compulsory Lahore and Bahawalpur)
- Dealing insured members more than 100,000 (individual & corporate clients, government organizations)
- GST and Income Tax registered company
- Certificate of Registration from SECP to carry on Health Insurance business.

Only authorized representatives of insurance companies having authority letter in their favor issued by their Head Office can collect the details as per given address or email (hr@qasolar.com), containing detail of salient features of the benefits, list of employees and their dependents.

## Terms and Conditions

The bidder shall also provide following information with the sealed bids (Technical Proposal and Commercial Proposal) **in 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 and Sales Tax Departments
  2. Complete organizational portfolio with offices in the province
  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 panel 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

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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. List of policy exclusions
  15. Time period for settlement of HEALTH and LIFE 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 life insurance business.
  - c. The bids shall remain valid for 90 days and the prices quoted by the bidder shall remain valid for at least 12 months from the date of signing the contract/agreement.
  - d. Rates quoted should be in Pak. Rupees inclusive of all applicable taxes
  - e. The insurance company will be bound to provide the service within 7 days after issuance of work order.
  - f. Services contract will be for a period of 12 months subject to extension upon mutual consent.
  - g. QA Solar has right to increase or decrease the number of Staff depends upon new induction or deduction.

**Commercial Proposal:**

**1- HEALTH INSURANCE**

Commercial 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)	E (PKR)
Maximum annual limit per insured	500,000	400,000	325,000	250,000	150,000
Room and Board limit	11,000	7,000	4,500	3,000	1,500

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Pre-Hospitalization Diagnostic Tests, Consultation & Medicines (within 30 days prior to Hospitalization)							
Post-Hospitalization Diagnostic Tests, Consultation & Medicine (within 30 days after Hospitalization)							
<input type="checkbox"/> 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. For emergencies only; Emergency dental treatment due to accidental injuries (within 48 hours of pain relief only)			COVERED				
<input type="checkbox"/> Emergency room treatment for accidental emergencies							
COMPLIMENTARY ACCIDENTAL COVERAGE			The maximum available hospitalization limit under each category will automatically be increased by <u>20%</u> in case of hospitalization due to accidental injuries				
CATEGORY	WISE	ANNUAL	A (Rs.)	B (Rs.)	C (Rs.)	D (Rs.)	E (Rs.)
MATERNITY LIMIT							
NORMAL (Other than Caesarian / Multiple Births)			100,000	100,000	100,000	100,000	50,000
CAESARIAN / MULTIPLE BIRTHS			200,000	150,000	120,000	100,000	75,000

- 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- Other Chief Level employees  
 C- Managers and Deputy Managers  
 D- Assistant Managers/ Officers  
 E- Other Staff

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All bids/proposals must be accompanied by:



- 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.
- 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 **Manager Human Resource, Quaid e Azam Solar Power (Pvt) Ltd, 3rd Floor, 83-A E/1, Main Boulevard, Gulberg III, Lahore till 1430 hours, 2<sup>nd</sup> January 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.

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 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.

The payment for the 12 months shall be made in two equal installments i.e. 1<sup>st</sup> at the time of signing the contract and 2<sup>nd</sup> after 6 months of 1<sup>st</sup> installment.

Tenders received through any other mode / addressed to any other person will not be entertained.

**Important Note- 1:** QA Solar may reject all of the bids/offers at any time prior to the acceptance of a bid/offer.

The bids should be submitted in sealed envelope clearly mentioned **"TENDER NOTICE FOR PROVISION OF GROUP HEALTH INSURANCE 2016-2017"**

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