

**DIAMER BASHA DAM PROJECT
INVITATION TO BID FOR
GROUP LIFE INSURANCE OF NON-TECHNICAL/
WORK CHARGED SUPPORT STAFF**

1. NESPAK led Diemer Basha Consultants Group (DBCG), invites sealed bids from Insurance Companies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue & Punjab Revenue Authority at the time of submission of Bid for Group Life Insurance of Non-Technical/Work Charged Support Staff.
2. Bidding Documents, containing detailed terms and conditions, etc. are available at the office mentioned here below. The price of the Bidding Documents is PKR 5,000/- (Pak Rupees Five Thousand Only).
3. The bids, prepared in accordance with the instructions in the Bidding Documents, must reach the address given below on or before March 25, 2025, 11:00 am. Bids will be opened on the same day at 11:30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.
4. Bid Security (refundable) three percent (3%) of the Bid Price.
5. NESPAK – DBCG reserves the right to annul the bidding process and reject any/all Bids, at any time prior to Award according to the provisions of PPRA rules.

**Secretary
Procurement Committee
Diemer Basha Consultants Group (DBCG)
49 - H, Gulberg-III, Lahore
Phone Number: +92-42-35846601 (Ext.303)
Email: admn.dbcg@gmail.com**

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)

**BIDDING DOCUMENTS
FOR
GROUP LIFE INSURANCE OF NON-TECHNICAL/
WORK CHARGED SUPPORT STAFF**

MARCH 2025

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
49-H, GULBERG-III, LAHORE
TELEPHONE: +92-42-35846601 (Ext.303)**

**BIDDING DOCUMENTS
FOR
GROUP LIFE INSURANCE OF NON-TECHNICAL/
WORK CHARGED SUPPORT STAFF
TERMS AND CONDITIONS**

1. Introduction

NESPAK led Diamer Basha Consultants Group (DBCG) (the Purchaser) wishes to receive Bids on "Single Stage Single Envelope" bidding procedure to hire the services of insurance companies who have maintained Pakistan Credit Rating Agency Limited (PACRA) minimum ratings at “**AA+**” for Group Life Insurance of directly hired Non-Technical/Work Charged Support Staff.

Currently, about Thirty (30) at Project Office, Lahore and Eighty Nine (89) at Site Office, Bushidas Non-Technical staff members are hired through DBCG Joint Venture (Details are attached herewith). The number of staff members will be increased/decreased as per the Project requirements. Accordingly, the premium of group life insurance will be paid on pro-rata basis.

2. Scope of Services

Sum of Insurance: PKR 5 Million

Benefits:

- Natural Death (due to any cause, 24 hours globally) upto the age of 65 years – Payment of sum assured one time
- Permanent Total Disability (Natural) – Payment of sum assured one time
- Permanent Total Disability (Accidental) – Payment of sum assured one time
- Permanent Partial Disability (Accidental) – As per “The Workmen’s Compensation Act 1923”
- Temporary Total Disability (Accidental) – Payment will be paid @ rate of per month gross salary for number of days without pay maximum upto 12 months
- Accidental Death Benefit – Payment of sum assured two times
- Salary Continuation Plan – Last drawn gross salary (at the time of death) for next 3 years (FCL PKR 20 Million)
- Terminal Illness Benefit – Payment of sum assured one time (50% will be paid on diagnosis & remaining 50% will be paid on death)

3. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Validity of the Bids

The Bids shall remain valid for a period of ninety (90) days after the date of Bid opening.

Sign & Stamp of the Bidder

5. Documents Comprising the Bid

Bid shall comprise one envelope called Financial Proposal, containing the documents listed here under;

- i. Company Registration Certificate;
- ii. NTN Certificate and extract of Active Taxpayer List;
- iii. An affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that “We have neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization/Department”;
- iv. Bid Security amounting to three percent (3%) of the Bid Price in the form of Demand Draft/Pay Order/CDR in favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK);
(Bid Security of unsuccessful Bidders shall be returned upon award to the successful Bidder; whereas the Bid Security of successful Bidder shall be returned when the Bidder has furnished the required Performance Security.)
- v. Duly filled-in, signed and stamped Letter of Financial Proposal; and
- vi. These Bidding Documents duly signed and stamped.

The Bids must be complete, in order and comprise documentary evidence for each requirement mentioned in these Bidding Documents.

6. Bid Prices, Currency of Bid

The premium shall be quoted by the Bidder entirely in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing Government duties and taxes.

The terms of payment shall be as under:

- i. Payment shall be made through crossed cheque within thirty (30) days after submission of invoice.
- ii. No payment shall be made in advance.
- iii. Payment shall be made after deduction of applicable taxes (Income Tax, Sales Tax, Etc.) at source, as per Government Rules/Instructions/Notifications.
- iv. The premium quoted by the Bidder shall remain firm and fixed during the entire period and up to the issuance of ‘Certificate of Completion’.

7. Bid Submission, Opening and Clarification

The documents comprising Financial Proposal will be sealed and titled as “Bid for Group Life Insurance of Non-Technical/Work Charged Support Staff”.

Sign & Stamp of the Bidder

The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Bids submitted through fax or e-mail shall not be considered. The Proposals will be opened on same day in the presence of the Bidder's authorized representatives.

The Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security and such other details as the Purchaser at its discretion may consider appropriate, will be announced by the Purchaser at the opening of Financial Proposals. Any Bid Price or discount which is not read out and recorded at Financial Proposals' opening, will not be taken into account in the evaluation of Financial Proposals.

The Purchaser will prepare the record of the Bid opening. Representatives of the Bidders who choose to attend shall sign the attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

8. Evaluation Criteria

The Purchaser will evaluate the Bids as per the following criteria:

- a) The Purchaser will evaluate and compare the Financial Proposals of the Bidders whose Proposals submitted are substantially responsive to the requirements of the Bidding Documents. The selection will be based on Least Cost Method. Furthermore, any Financial Proposal not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.
- b) Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Purchaser, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.

9. Notification of Award

The Purchaser will award to the Bidder whose Bid has been determined as most advantageous bid being substantially responsive to the Bidding Documents with lowest Bid Price.

Prior to expiration of the period of Bid validity prescribed by the Purchaser, the Purchaser will notify the successful Bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay to the Insurance Company (the successful Bidder) in consideration of the execution and completion of the Services (hereinafter called the "Contract Price").

Notwithstanding the above, the Purchaser reserves the right to annul the bidding process and reject all Bids, at any time prior to Award as per Rule 33 of Public Procurement Rules 2004.

Sign & Stamp of the Bidder

10. Performance Security

The successful Bidder shall furnish to the Purchaser a Performance Security, in the form of Bank Guarantee from Scheduled Bank in Pakistan for the amount equal to 10% of Contract Price within a period of fifteen (15) days after the receipt of Letter of Acceptance. The Performance Security shall be valid till the completion of the Services. Failure of the successful Bidder to comply with the requirement of submission of the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

Sign & Stamp of the Bidder

LETTER OF FINANCIAL PROPOSAL
**GROUP LIFE INSURANCE OF NON-TECHNICAL/
WORK CHARGED SUPPORT STAFF**

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
49 – H, Gulberg-III, Lahore.

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to provide insurance services stated in the Bidding Documents for **Group Life Insurance** in conformity with these Documents for the Total Bid Price of PKR _____ (Pak Rupees_____).
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favour or made payable to you.
4. We agree to abide by this Bid for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive.
7. 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 Supply.
8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this _____ day of _____, 2025

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)
(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

CNIC _____

Sign & Stamp of the Bidder

HBL

ISLAMIC BANKING
اسلامی بینکاری

Deposit Slip Customer Copy

Branch:	Date: 19032025
Account Title: اکاؤنٹ ہولڈر کا نام M/s Public Procurement Regulatory Authority (PPRA) Islamabad	
IBAN: آئین PK17HABB0004540013100701	
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type: <input type="checkbox"/> Current <input type="checkbox"/> Savings
Credit Card No.	
<input type="checkbox"/> CASH نقد	
BANK / BRANCH: NBP Adanassd Islamic Bank	CHEQUE/INSTRUMENT NO. چیک نمبر: 9905920214
	AMOUNT قلم: =15000/-
	TOTAL AMOUNT کل رقم: =15000/-
Total Amount in Words: Fifteen Thousand only.	
Depositor's Name: M. Ashfaq	Other Bank Cheque Deposit
Contact No. 0315 4215578	Branch: 5009-188 Ali Block LHR
Depositor's CNIC No. 25103-3541659-9	From Account: XXXXXXXX
Depositor's Account No. (For non-HBL/Walk-in Customers. Also attach CNIC Copy)	Account Name: PK17HABB0004540013100701
(For HBL Customers / Account Holders)	Amount: *****15,000.00 PKR
	Charges: *****464.00 Date: 2025-03-19
	Teller: CW26 Time: 10:28:04.472000
Received By: وصول کنندہ	Depositor's Signature: M. Ashfaq
	(As per Terms & Conditions on reverse) (Not official unless validated)

28594550