



**CENTRAL POWER PURCHASING AGENCY (GUARANTEE)
LTD**

Request for Proposal (RFP)
For
Group Life Insurance

August, 2022

Tender Advertisement



REQUEST FOR PORPOSAL GROUP LIFE INSURANCE POLICY



GOVERNMENT OF PAKISTAN

CENTRAL POWER PURCHASING AGENCY (GUARANTEE) LTD

CPPAG invites proposals from highly reputed Pakistani Insurance Companies for the Provision of comprehensive Group Life Insurance coverage to its employees.

Copy of the advertisement along with TORs is also available on PPRA website. www.ppra.gov.pk and CPPAG website: www.cppa.gov.pk

Interested companies / firms are requested to submit their proposals on or before 10:00 am Monday 12-09-2022 in accordance with the ToRs, on the following address.

Dy. Manager (Admin)

Shaheen Plaza, Plot No. 73-West, Fazal-e-Haq Road, Blue Area,
Islamabad . Tel. 051-111-922-772 Ext: 116 & 108

GROUP LIFE TAKAFUL/INSURANCE 2022

1. INTRODUCTION:

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) is a Company established by Government of Pakistan under Ministry of Power.

Sealed tenders (financial and technical proposal) are invited from the SECP approved/registered reputed Takaful/ insurance companies having established office(s) at Islamabad and Registered with Sales Tax Department, having National Tax Number (NTN) for providing Group Life Takaful/Insurance services for the employees of the Company. The Takaful/Insurance Companies having minimum 10 years; experience in rendering similar services are eligible to submit their bids.

2. Purpose of Tender:

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) invites tender under single stage two envelopes procedure under PPRA Rules 2004 for providing the services of Group Life Takaful/Insurance by well reputed Takaful/ insurance companies who qualify eligibility criteria.

3. Mode of Advertisement(s):

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

As per Rule 12(2), this Tender is also placed online at the company website. The bidding document carrying all details can be downloaded from website www.cppa.gov.pk and from PPRA's website.

4. Type of Open Competitive Bidding:

As per Rule 38(2) (a), Single Stage - Two Envelope Bidding Procedure shall be followed. The said Procedure is reproduced as follows:

- (i) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the CPPA-G;
- (iv) CPPA-G shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) After the evaluation and approval of the technical proposals, CPPA-G shall open the financial proposals of the technically accepted bids, publically at the time, date and venue announced and communicated to the bidders in the advertisement, within the bid validity period;
- (vii) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders;

(viii) The last date for submission of bid(s) is mentioned in the advertisement

5. Task to be performed by the Takaful/Insurer:

- a. To provide Group Life Insurance benefits in line with Scope of Work mentioned in the technical proposal;
- b. To coordinate the matters/affairs with any authorized officer of CPPA-G regularly.
- c. The insurer shall reimburse the life insurance claim(s) within the death of CPPA-G Employee
- d. Criteria for calculation of premium for additions of employees during the policy year by clearly mentioning the rates to be charged on additions / deletions.
- e. Criteria of calculation of refund of premium for deletions of employees during the policy year.

6. Responsibility of Central Power Purchasing Agency (Guarantee) Limited (CPPA-G):

- a. CPPA-G will provide the scope of work outlining the number of employees along with their required Life Insurance benefit structure and additional benefits to cover; and
- b. CPPA-G will bear the cost of premium based on the details provided under the scope of work.

7. Tender Eligibility/Qualification Criteria:

Eligible Bidder/Tender is a Bidder/Tenderer who:

- a. Is registered with SECP as a Takaful / Insurance Company;
- b. Must be registered with Tax Authorities as per prevailing latest tax laws (only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate;
- c. Has a (AA and above) credit rating by PACRA/JCS-VIS etc.
- d. Has a valid Registration of General Sales Tax (GST) & National Tax Number (NTN);
- e. Has submitted bid for all quoted categories and relevant bid security. Non-compliance of the same shall cause rejection of the bid;
- f. Must be involved in relevant business for at least 10 years;
- g. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan (submission of undertaking is mandatory), failing which will cause rejection of the bid;
- h. Has Experience with Government Sector organizations (Companies / Departments)
- i. 24 hours operational helpline and Customer Care Department
- j. Turnaround Time” for Claims settlement should not be more than 15 calendar days in any case.

10. Joint Venture/Consortium:

Joint venture/consortium are not eligible for this tender.

11. Tender Price:

The quoted price shall be:

- i. In Pak Rupees;
- ii. Inclusive of all Government applicable taxes; and
- iii. Where no premium are entered against any category(s), the premium of that category shall be deemed be free of charges, and no separate payment shall be made for that category(s).

12. Bid Security:

The Tenderer shall furnish the Bid Security (Earnest Money) as under:

- i. For a sum equivalent to 5% of the total Tender Price.
- ii. Denominated in Pak Rupees.
- iii. As part of financial bid envelop, failing which will cause rejection of bid;
- iv. In the form of Demand Draft/Pay Order/Call Deposit Receipt in favour of Central Power Purchasing Agency (Guarantee) Limited (CPPA-G), Islamabad along with financial proposal; and
- v. Have a minimum validity period of thirty (30) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

13. Contract Duration:

The contract duration shall be initially for a period of **03rd year** starting from the date of agreement which is extendable further.

14. Mode of Payment:

The Insurer shall be providing all necessary supporting documents along with invoice.

- i. The Insurer shall submit an application for Payment of premium to the Company. The Application for payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Insurer may require; state the amount claimed; and set forth in detail. In the order of the Price Schedule, particulars of the Services and subsequent to the period covered by the last proceeding Payment; if any
- ii. The Company shall pay the premium verified within thirty (30) days. as per the company policy, in Pak. Rupees, through cheque after completion of the task;

15. Tender Validity

The Tender shall have a minimum validity period of **ninety (90)** days from the last date for submission of the Tender. The Company may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing.

16. Opening of the Tender:

Tenders (Technical Bids) shall be opened on the date and time mentioned in the advertisement in the presence of the bidders for which they shall ensure their presence without further invitation, as per provision of rule 30 of PPRA Rules, 2004. In case the last date of bid submission falls in / within the official holidays / weekends of the Company, the last date for submission of the bids shall be the next working day.

17. Terms & condition of the Tender

- i. The rates should be in round figure (in paisa's are not acceptable) inclusive of all applicable taxes (Sales Tax etc.);
- ii. The tenderers shall have to deposit @ Rs. 5% of the total value of the bid as earnest money in the form of Pay Order/Demand Draft only (Cheques are not acceptable) in favor of Central Power Purchasing Agency (Guarantee) Limited, Islamabad along with quotation;
- iii. The earnest money of the unsuccessful bidders will be returned within one week of completion of Procurement process whereas earnest money of successful bidder will be returned upon signing of the Contract and payment of insurance premium to the Insurer.
- iv. The participating insurance companies will have to provide G.S.T/NTN number, profile and indicate the standard of rendering services/ task;
- v. The insurer must be approved/registered SECP;
- vi. Bid(s) received after due date shall not be entertained and will be returned to the bidder(s);
- vii. No. alteration or amendment will be allowed in any case at the time of bid opening;
- viii. All the prices must be quoted in Pak Rupees and should include any taxes applicable, such as GST, income tax, etc;
- ix. The quoted prices shall remain for a period of 90 days;
- x. CPPA-G has right to increase or decrease the number of staff;
- xi. Bidders must have established office(s) at Islamabad, which will be inspected by the Company's authorized Officer (if deem necessary);
- xii. The bids/quotations will be enclosed in separate sealed envelopes and for identification purpose, the WORD "TECHNICAL PROPOSAL (along with its brochures) and FINANCIAL PROPOSAL (PART-II) shall be written in BLOCK CAPITAL LETTERS on the respective sealed envelopes;
- xiii. Over writing and cutting of any nature in the quotation(s) will not be accepted;
- xiv. Top Three companies scoring maximum marks as per technical evaluation criteria will be qualified for opening of their financial proposal
- xv. Conditional tenders will not be accepted
- xvi. Each paper of the tender document has to be stamped and signed by the authorized signatory of the insurance.

xvii. CPPA-G reserves the right to accept or reject any or all the quotations as per PPRA rules.

18. SCOPE OF WORK:

a) Details of Life Insurance benefits required as per ‘Annex-A’ with following benefits;

Category	Benefit
A (Cadre 10 & 11)	12 Million
B (Cadre 8 & 9)	08 Million
C (Cadre 6 & 7)	06 Million
C (Cadre 1 to 5)	05 Million

Note:-

- i. In case of accidental death the Insurance benefit will be doubled*
- ii. in case of permanent total / partial disability (due to accident) Life Insurance benefit will be equal to the actual Insurance benefit*
- iii. In case of temporary total disability (due to accident) the Insurance benefit will be equal to the Gross Salary of the Employee subject to maximum Rs. 25,000/ month*
- iv. In case of total disability (Natural) the insurance benefit will be equal to the actual insurance benefit*
- v. If an Employee becomes terminally ill the Insurance will advance 50% of the Sum-Insured payable under Group Life Insurance rider maximum of Rs. 0.5 million*

b) Data of above referred employees is available in Softcopy as well as hardcopy and can be obtained from the office of undersigned and it will be used for comparison of the bids; However policy premium amount will be calculated on the basis of actual employees insured from the effective date. The number of employees may increase or decrease.

c) Financial Proposal should be submitted as per formats attached at Annexure "B"

20. SCORING CRITERIA FOR TECHNICAL EVALUATION:

Q#1	Years in Business of Life Insurance/Takaful	Point
1	10 Years to 12 Years	05
2	More than 12 Years	10

Q#2	Existing Life Insurance Portfolio	Point
1	Less than Rs. 500 Million	05
2	Rs. 501 Million to Rs. 1000 Million	10
3	More than Rs. 1001 Million	15

Q#3	Credit Rating by PACRA/JCS-VIS	Point
1	AA	10

2	AA+ and above	20
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Q#4	No of Corporate Clients in Life Insurance	Point
1	Less than 50	03
2	50 to 100	07
3	More than 100	10

Q#5	Paid up Capital of the insurance	Point
1	Less than Rs. 500 Million	03
2	Rs 501 Million to Rs 800 Million	07
3	More than 800 Million	10

Q#6	Online portal and claim tracking system	Point
1	No	00
2	Yes	05

Bidders fulfilling the Technical Criteria with at least 60% marks shall be selected for opening of their financial bids. Bidders scoring under 60% will get their unopened financial Bid envelopes back after signing of contract with successful bidders.

21. SCORING CRITERIA FOR FINANCIAL EVALUATION:

Takaful / Insurance Company who will submit the lowest financial bid will get maximum 30 marks. Marks of Financial bids of remaining Takaful / Insurance Companies will be calculated on prorata basis of the lowest bidder Takaful / Insurance Company Financial bid.

22. REQUIRED DOCUMENTS FOR TECHNICAL PROPOSAL:

- Company Profile
- Certificate of Incorporation with SECP
- NTN & GST Registration certificate
- List of complete current corporate clients of Life Insurance
- Documentary proves of Experience in Life Insurance
- PACRA/JCR-VIS etc. Rating
- Last Year Audit Reports
- List of at least 5 current clients for reference check with contact information
- Name of Authorized person/Account Manager with full contact information on Letter Head
- Affidavit from insurer that the “Company has never been blacklisted” by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- List of exclusions.
- Processing of all settlements / disbursement of payment of claims must be at Islamabad/Rawalpindi office.

23. REQUIRED DOCUMENTS FOR FINANCIAL PROPOSAL:

- a. Financial Proposal as per Annexure “B”
- b. Pay Order / Call Deposit @ PKR 5% earnest money in favor of, Central Power Purchasing Agency (Guarantee) Limited.

24. TENDER COMMUNICATION:

All communication regarding this Tender, whether written or oral must be directed exclusively to the following authorized persons(s).

Dy.Manager (Admin)
Central Power Purchasing Agency (Guarantee) Limited
Shaheen Plaza, Plot No. 73 West, Fazel-E-Haq Road, Blue Area, Islamabad
Tel. 051-111-922-772 Ext: 116 & 108

Any oral communication from or with the authorized persons (s) will be considered un-official and non-binding on CPPA-G. The Insurance/Takaful (s) should rely only on written statements exchanges with the authorized person of CPPA-G.

25. SUBMISSION CRITERIA & SCHEDULE:

Two separate sealed envelopes each for technical and financial proposal should be submitted in one sealed envelope marked as Tender Documents and addressed to as under:

Dy.Manager (Admin)
Central Power Purchasing Agency (Guarantee) Limited
Shaheen Plaza, Plot No. 73 West, Fazel-E-Haq Road, Blue Area, Islamabad
Tel. 051-111-922-772 Ext: 116 & 108

Envelopes should be marked the word (“Confidential”) and “Technical Proposal & Financial Proposal” for the respective bid.

First, technical proposal shall be evaluated and financial proposal of only top five bidders will be opened having highest marks in the technical evaluation criteria.

Bidding Documents should reach the office of undersigned on or before the date mentioned in the advertisement

Technical Envelope will be opened on the same day at 11:30 AM in presence of the bidder.

CPPA-G may reject all or any bid subject to relevant provision of PPRA Rules.

26. SELECTION FOR AWARD

Bidder should be aware that the CPPAG shall perform a “Quality and Cost Based System (QCBS)” and the selection for award shall be made to the bidder whose proposal is most advantageous to the CPPAG, taking into consideration the Technical factors listed above and the total proposed price across all contract periods.

Final Evaluation Criteria:

$TM \times 0.7 = TTM$ $FM \times 0.3 = TFM$ $GT = TTM + TFM$

Where:

TM : Technical Marks

FM : Financial Marks

TTM : Total Technical Marks TFM : Total Financial Marks GT : Grand Total

The bidder scoring the highest Grand total will be offered the contract.

27. AWARD OF CONTRACT:

The successful bidder will have to sign an Agreement with the CPPA-G and every document submitted in the tender proposal as well as the policy documents.

28. CONFLICT OF INTEREST:

CPPAG policy requires that Bidders provide professional, objective, and impartial advice and at all times hold CPPAG's interest paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of CPPAG. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract. A Bidder (including its Personnel and Sub-Bidders) that has a business or family relationship with a member of the CPPAG staff who is directly or indirectly involved in any part of the preparation of this Tender document, the selection criteria and the Contract, may not be awarded the Contract for this assignment, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority within CPPAG.

29. FRAUD & CORRUPTION:

It's CPPAG's policy to require that Bidders, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, CPPAG follows the instructions contained in Public Procurement Regulatory Authority (PPRA) Rules, 2004.

30. BLACKLISTING:

- If the insurance company fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract CPPAG may, at any time, without prejudice to any other right of action / remedy it may have blacklist the company, either indefinitely or for a stated period, for future Tenders in public sector.
- If the company is found to have engaged in corrupt or fraudulent practices in competing for the award of contract, during procurement process or during the execution of the contract, CPPAG may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future Tenders in public sector and can also forfeit bid security.

31. FORFEITURE OF PERFORMANCE SECURITY

- If the Company fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract,

CPPAG may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

- Failure to provide required services within the specified time period will invoke Liquidated Damages as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future Tenders as well.

32. SCHEDULE OF THE PROJECT:

Sr. No	Activity	Date
1	Publishing of Request for Proposal Ad	25.08.2022
2.	Last date for submission of Proposal	12.09.2022 (on/before 10:00PST)
3.	Opening of Technical Proposals	12.09.2022 @ 11:30PST
4.	Opening of Financial Proposals	Will be announced Later

DESCRIPTION / BENEFITS OF LIFE POLICY:**Life Insurance**

Category	Benefit
A (Cadre 10 & 11)	12 Million
B (Cadre 8 & 9)	08 Million
C (Cadre 6 & 7)	06 Million
D (Cadre 1 to 5)	05 Million

Accidental Death Insurance (Additional)

Category	Benefit
A (Cadre 10 & 11)	12 Million
B (Cadre 8 & 9)	08 Million
C (Cadre 6 & 7)	06 Million
D (Cadre 1 to 5)	05 Million

Permanent Total / Partial Disability (Due to Accident)

Category	Benefit
A (Cadre 10 & 11)	12 Million
B (Cadre 8 & 9)	08 Million
C (Cadre 6 & 7)	06 Million
D (Cadre 1 to 5)	05 Million

Temporary Total Disability (Due to Accident)

Category	Benefit
A (Cadre 10 & 11)	12 Million
B (Cadre 8 & 9)	08 Million
C (Cadre 6 & 7)	06 Million
D (Cadre 1 to 5)	05 Million

Permanent Total Disability (Natural)

Category	Benefit
A (Cadre 10 & 11)	12 Million
B (Cadre 8 & 9)	08 Million
C (Cadre 6 & 7)	06 Million
C (Cadre 1 to 5)	05 Million

Terminal illness Benefit

Category	Proposed Benefit
All Cadre	If an Employee becomes terminally ill the Insurance will advance 50% of the Sum-Insured payable under Group Life Insurance rider maximum of Rs. 1.0 million

Financial Bids Format Group Life Insurance of CPPA-G Employees

(STRENGTH COVERED (CATEGRT WISE))

Sr.No	Description	Premium Rate per Thousand (%)	Sum Insured (Rs.)	Premium Amount (Rs.)
1	Life Insurance			
2	Permanent Total Disability Natural			
3	Permanent Total/Partial Disability Accidental			
4	Accidental Death Benefit			
5	Terminal Illness Benefit			
Total				

*Rate quoted above is inclusive of all applicable Taxes, surcharges, stamp duty, admin charges etc.

Authorized Signatory Name: _____

Designation: _____

Signature: _____

Stamp: _____

Date: _____

ANNEXURE- C

NUMBER OF PERSONS COVER DETAIL

Total Employees Covered: 216

Category of Employees	Professional Category "A" (G-10 & G-11)	Professional Category "B" (G-08 & G-09)	Professional Category "C" (G-6 & G-7)	Staff Category "D" (G-1 to G-5)
18-30 years	00	05	44	19
31-40 years	01	36	43	26
41-50 Years	03	13	02	01
51-60 years	06	07	08	02
Total	10	61	97	48

Further detail will be provided by Assistant Manager (Admin) on request. Send email request to healthinsurance@cpga.gov.pk, Cell No: +92 3007262222

CLAIM HISTORY OF LAST THREE YEARS

Sr.No	Date of Death	Claim Amount	Death Reason
1	19-11-2021	Rs. 5,267,592/-	Natural
2	28-06-2022	Rs. 1,842,768/-	Road Accident