

AYUB MEDICAL COLLEGE **ABBOTTABAD**

BIDDING DOCUMENT FOR **REQUEST FOR PROPOSALS**

Investment of Retirement Benefit and Death
Compensation (RBDC) + Benevolent Fund (BF)

Medical Teaching Institution, Abbottabad
Ayub Medical College

Mansehra Road, Mandian Abbottabad

Tel. No. Dean office: 0992-9311100

Email: ehsan.jadoon@yahoo.com

CONTENTS

INVITATION FOR BIDS.....3

INSTRUCTIONS TO BIDDERS4

TENDER ELIGIBILITY/QUALIFICATION CRITERIA.....6

PERFORMAS TO BE FILLED BY THE BIDDERS7

INVITATION FOR PROPOSALS

Ayub Medical College, Abbottabad invites the proposals from reputed insurance companies for investment of Retirement Benefit and Death Compensation (RBDC) + Benevolent Fund (BF) on competitive rates for their employees.

1. Complete detail of TOR's can be obtained from Accounts Branch Ayub Medical College Abbottabad during office hours on payment of Rs.1, 000 or pay order/ bank draft as tender fee in favour of **Dean, Ayub Medical College** (Non-Refundable) and are also available on the institutional website. <http://www.ayubmed.edu.pk>
2. The proposals should reach the office of the undersigned till 11:30 A.M on or before 20/01/2020 on the following address:
**Dean, Medical Teaching Institution, Ayub Medical College,
Main Mansehra Road, Mandian, Abbottabad**
3. Received proposals will be opened at 12:00 Noon on **the same date** i.e. 20/01/2020 in the Conference room of AMC in the presence of bidders or their representatives who choose to attend.
4. The Procuring Entity may reject all bids or proposals as per Rule 47 of KPPRA Rules 2014.

Dean Medical Teaching Institution, Abbottabad
Ayub Medical College
Mansehra Road, Mandian Abbottabad
Tel. No. Dean office: 0992-9311100

INSTRUCTIONS TO BIDDERS

1. The bidder/ proponent must submit the proposals in sealed envelopes as specified in clause b) of Section (2) of Rule 6 of KPPRA Rules 2014 i.e. ***Single stage, one envelop procedure.***
2. The proposal shall be typed in English with legible font type and size. Any hand written part or full proposal shall be rejected.
3. The proposals must be on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen in alphabetical order).
4. The envelopes should be on the name **(Dean, Ayub Medical College, Medical Teaching Institution, Abbottabad.**
5. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
6. The bidder shall specify validity in days; the procuring entity may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
7. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
8. The proposals should be in accordance with enclosed specifications.
5. **Response time:** All bidders shall submit proposals as per these instructions on or before **20/01/2020** at 11:30 A.M. These tenders/bids will be opened at 12:00 Noon by the Institutional Purchase Committee on the same day.
9. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
10. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions. The rejection reason

will be communicated to the respective bidder.

11. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
12. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).
13. If the bidding document is downloaded from the institutional web site, the fee has to be deposited in the Accounts Branch and the original receipt must be attached with the bidding document.
14. No tenders/bids shall be accepted without original fee receipt.

Tender Eligibility/Qualification Criteria

Following documents are required from the bidder for their eligibility:

1. All the Performa's must be properly filled on company's letter head in all respect. No column shall remain unfilled.
2. Every page of the bid must be signed and stamped by the bidding authority.
3. Company Profile
4. Certificate of Incorporation with SECP
5. Must be registered with KPRA (Khyber Pakhtun Khaw Revenue Authority).
6. Has valid Registration of General Sales Tax (GST) & National Tax Number (NTN).
7. Must be involved in relevant business for last 5 years.
8. Submission of undertaking on legal valid and attested Stamp Paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. failing which will cause rejection of the bid.
9. Have the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
10. Last 3 Years Audit Reports
11. The bidding procedure shall be *Single stage, one envelop* as per KPPRA rules 2014.
12. No conditional bid shall be acceptable.
13. A pre- bid meeting of all intended bidders will be held on **03/01/2020** at Conference room of Ayub Medical College, Abbottabad.
14. Approximate strength of AMC employees:

S.No	BPS	Strength
1	01-04	180
2	05-10	25
3	11-15	70
4	16	15
5	17	20
6	18	110
7	19	63

8	20 & Above	30
---	------------	----

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD									
BPS:20 & Above									
S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	40	800	2000	2800	33600				
2	41	800	2000	2800	33600				
3	42	800	2000	2800	33600				
4	43	800	2000	2800	33600				
5	44	800	2000	2800	33600				
6	45	800	2000	2800	33600				
7	46	800	2000	2800	33600				
8	47	800	2000	2800	33600				
9	48	800	2000	2800	33600				
10	49	800	2000	2800	33600				
11	50	800	2000	2800	33600				
12	51	800	2000	2800	33600				
13	52	800	2000	2800	33600				
14	53	800	2000	2800	33600				
15	54	800	2000	2800	33600				
16	55	800	2000	2800	33600				
17	56	800	2000	2800	33600				
18	57	800	2000	2800	33600				
19	58	800	2000	2800	33600				
20	59	800	2000	2800	33600				
21	60	800	2000	2800	33600				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:19

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	35	800	1600	2400	28800				
2	36	800	1600	2400	28800				
3	37	800	1600	2400	28800				
4	38	800	1600	2400	28800				
5	39	800	1600	2400	28800				
6	40	800	1600	2400	28800				
7	41	800	1600	2400	28800				
8	42	800	1600	2400	28800				
9	43	800	1600	2400	28800				
10	44	800	1600	2400	28800				
11	45	800	1600	2400	28800				
12	46	800	1600	2400	28800				
13	47	800	1600	2400	28800				
14	48	800	1600	2400	28800				
15	49	800	1600	2400	28800				
16	50	800	1600	2400	28800				
17	51	800	1600	2400	28800				
18	52	800	1600	2400	28800				
19	53	800	1600	2400	28800				
20	54	800	1600	2400	28800				
21	55	800	1600	2400	28800				
22	56	800	1600	2400	28800				
23	57	800	1600	2400	28800				
24	58	800	1600	2400	28800				
25	59	800	1600	2400	28800				
26	60	800	1600	2400	28800				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD
BPS:18

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	30	800	1350	2150	25800				
2	31	800	1350	2150	25800				
3	32	800	1350	2150	25800				
4	33	800	1350	2150	25800				
5	34	800	1350	2150	25800				
6	35	800	1350	2150	25800				
7	36	800	1350	2150	25800				
8	37	800	1350	2150	25800				
9	38	800	1350	2150	25800				
10	39	800	1350	2150	25800				
11	40	800	1350	2150	25800				
12	41	800	1350	2150	25800				
13	42	800	1350	2150	25800				
14	43	800	1350	2150	25800				
15	44	800	1350	2150	25800				
16	45	800	1350	2150	25800				
17	46	800	1350	2150	25800				
18	47	800	1350	2150	25800				
19	48	800	1350	2150	25800				
20	49	800	1350	2150	25800				
21	50	800	1350	2150	25800				
22	51	800	1350	2150	25800				
23	52	800	1350	2150	25800				
24	53	800	1350	2150	25800				
25	54	800	1350	2150	25800				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:18

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
26	55	800	1350	2150	25800				
27	56	800	1350	2150	25800				
28	57	800	1350	2150	25800				
29	58	800	1350	2150	25800				
30	59	800	1350	2150	25800				
31	60	800	1350	2150	25800				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:17

Page 01

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	30	800	900	1700	20400				
2	31	800	900	1700	20400				
3	32	800	900	1700	20400				
4	33	800	900	1700	20400				
5	34	800	900	1700	20400				
6	35	800	900	1700	20400				
7	36	800	900	1700	20400				
8	37	800	900	1700	20400				
9	38	800	900	1700	20400				
10	39	800	900	1700	20400				
11	40	800	900	1700	20400				
12	41	800	900	1700	20400				
13	42	800	900	1700	20400				
14	43	800	900	1700	20400				
15	44	800	900	1700	20400				
16	45	800	900	1700	20400				
17	46	800	900	1700	20400				
18	47	800	900	1700	20400				
19	48	800	900	1700	20400				
20	49	800	900	1700	20400				
21	50	800	900	1700	20400				
22	51	800	900	1700	20400				
23	52	800	900	1700	20400				
24	53	800	900	1700	20400				
25	54	800	900	1700	20400				
26	55	800	900	1700	20400				

Page 02

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:17

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
27	56	800	900	1700	20400				
28	57	800	900	1700	20400				
29	58	800	900	1700	20400				
30	59	800	900	1700	20400				
31	60	800	900	1700	20400				

Page 01
MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD
BPS:16

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	30	800	650	1450	17400				
2	31	800	650	1450	17400				
3	32	800	650	1450	17400				
4	33	800	650	1450	17400				
5	34	800	650	1450	17400				
6	35	800	650	1450	17400				
7	36	800	650	1450	17400				
8	37	800	650	1450	17400				
9	38	800	650	1450	17400				
10	39	800	650	1450	17400				
11	40	800	650	1450	17400				
12	41	800	650	1450	17400				
13	42	800	650	1450	17400				
14	43	800	650	1450	17400				
15	44	800	650	1450	17400				
16	45	800	650	1450	17400				
17	46	800	650	1450	17400				
18	47	800	650	1450	17400				
19	48	800	650	1450	17400				
20	49	800	650	1450	17400				
21	50	800	650	1450	17400				
22	51	800	650	1450	17400				
23	52	800	650	1450	17400				
24	53	800	650	1450	17400				
25	54	800	650	1450	17400				
26	55	800	650	1450	17400				
27	56	800	650	1450	17400				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:18

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
26	55	800	1350	2150	25800				
27	56	800	1350	2150	25800				
28	57	800	1350	2150	25800				
29	58	800	1350	2150	25800				
30	59	800	1350	2150	25800				
31	60	800	1350	2150	25800				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD BPS:11-15										Page 01
S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death	
1	24	600	600	1200	14400					
2	25	600	600	1200	14400					
3	26	600	600	1200	14400					
4	27	600	600	1200	14400					
5	28	600	600	1200	14400					
6	29	600	600	1200	14400					
7	30	600	600	1200	14400					
8	31	600	600	1200	14400					
9	32	600	600	1200	14400					
10	33	600	600	1200	14400					
11	34	600	600	1200	14400					
12	35	600	600	1200	14400					
13	36	600	600	1200	14400					
14	37	600	600	1200	14400					
15	38	600	600	1200	14400					
16	39	600	600	1200	14400					
17	40	600	600	1200	14400					
18	41	600	600	1200	14400					
19	42	600	600	1200	14400					
20	43	600	600	1200	14400					
21	44	600	600	1200	14400					
22	45	600	600	1200	14400					
23	46	600	600	1200	14400					
24	47	600	600	1200	14400					
25	48	600	600	1200	14400					

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:11-15

Page 02

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
26	49	600	600	1200	14400				
27	50	600	600	1200	14400				
28	51	600	600	1200	14400				
29	52	600	600	1200	14400				
30	53	600	600	1200	14400				
31	54	600	600	1200	14400				
32	55	600	600	1200	14400				
33	56	600	600	1200	14400				
34	57	600	600	1200	14400				
35	58	600	600	1200	14400				
36	59	600	600	1200	14400				
37	60	600	600	1200	14400				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS 05-10

Page 01

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	20	600	450	1050	12600				
2	21	600	450	1050	12600				
3	22	600	450	1050	12600				
4	23	600	450	1050	12600				
5	24	600	450	1050	12600				
6	25	600	450	1050	12600				
7	26	600	450	1050	12600				
8	27	600	450	1050	12600				
9	28	600	450	1050	12600				
10	29	600	450	1050	12600				
11	30	600	450	1050	12600				
12	31	600	450	1050	12600				
13	32	600	450	1050	12600				
14	33	600	450	1050	12600				
15	34	600	450	1050	12600				
16	35	600	450	1050	12600				
17	36	600	450	1050	12600				
18	37	600	450	1050	12600				
19	38	600	450	1050	12600				
20	39	600	450	1050	12600				
21	40	600	450	1050	12600				
22	41	600	450	1050	12600				
23	42	600	450	1050	12600				
24	43	600	450	1050	12600				
25	44	600	450	1050	12600				
26	45	600	450	1050	12600				
27	46	600	450	1050	12600				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD BPS 05-10									
S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
28	47	600	450	1050	12600				
29	48	600	450	1050	12600				
30	49	600	450	1050	12600				
31	50	600	450	1050	12600				
32	51	600	450	1050	12600				
33	52	600	450	1050	12600				
34	53	600	450	1050	12600				
35	54	600	450	1050	12600				
36	55	600	450	1050	12600				
37	56	600	450	1050	12600				
38	57	600	450	1050	12600				
39	58	600	450	1050	12600				
40	59	600	450	1050	12600				
41	60	600	450	1050	12600				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:01-04

Page 01

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
1	20	300	300	600	7200				
2	21	300	300	600	7200				
3	22	300	300	600	7200				
4	23	300	300	600	7200				
5	24	300	300	600	7200				
6	25	300	300	600	7200				
7	26	300	300	600	7200				
8	27	300	300	600	7200				
9	28	300	300	600	7200				
10	29	300	300	600	7200				
11	30	300	300	600	7200				
12	31	300	300	600	7200				
13	32	300	300	600	7200				
14	33	300	300	600	7200				
15	34	300	300	600	7200				
16	35	300	300	600	7200				
17	36	300	300	600	7200				
18	37	300	300	600	7200				
19	38	300	300	600	7200				
20	39	300	300	600	7200				
21	40	300	300	600	7200				

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS 01-04

Page 02

S.No.	Age	RBDC Monthly	BF Monthly	Total Monthly	Annually	Sum Assured	Maturity	Payment on Natural Death	Payment on Accidental Death
22	41	300	300	600	7200				
23	42	300	300	600	7200				
24	43	300	300	600	7200				
25	44	300	300	600	7200				
26	45	300	300	600	7200				
27	46	300	300	600	7200				
28	47	300	300	600	7200				
29	48	300	300	600	7200				
30	49	300	300	600	7200				
31	50	300	300	600	7200				
32	51	300	300	600	7200				
33	52	300	300	600	7200				
34	53	300	300	600	7200				
35	54	300	300	600	7200				
36	55	300	300	600	7200				
37	56	300	300	600	7200				
38	57	300	300	600	7200				
39	58	300	300	600	7200				
40	59	300	300	600	7200				
41	60	300	300	600	7200				