

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 PROPOSALS3

INSTRUCTIONS TO BIDDERS4

RBDC & BF BID EVALUATION CRITERIA.....6

SCORING SYSTEM7

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 11:00 A.M on or before 08-09-2020 on the following address:

**Dean, Medical Teaching Institution, Ayub Medical College,
Main Mansehra Road, Mandian, Abbottabad**

1. Received proposals will be opened at 11:30 A.M on 08-09-2020 in the Conference room of AMC in the presence of bidders or their representatives who choose to attend.
2. The Procuring Entity may reject 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. Taxes shall be deducted at premium as per Government rules.
4. The proposals must be on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen in alphabetical order).
5. The envelopes should be on the name **(Dean, Ayub Medical College, Medical Teaching Institution, Abbottabad.**
6. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
7. 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.
8. 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.
9. The proposals should be in accordance with enclosed specifications.
3. **Response time:** All bidders shall submit proposals as per these instructions on or before 08-09-2020 at 11:00 A.M. These tenders/bids will be opened at 11:30 A.M by the Institutional Purchase Committee on the same day.
10. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
11. 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.

12. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
13. 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).
14. 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.
15. No tenders/bids shall be accepted without original fee receipt.
16. The rates quoted shall be considered final and no further amendments will be allowed.

RBDC & BF BID EVALUATION CRITERIA

The following documents are **MANDATORY** for accepting the bid for further evaluation. The bid (s) not accompanying the **mandatory documents** shall be **REJECTED** by the Purchase Committee at the time of opening of the bids. Such bid (s) shall not be processed further for evaluation.

MANDATORY DOCUMENTS:

1. Valid Registration with Securities Exchange of Pakistan (SECP)
2. Valid Registration with FBR for income and sales tax
3. Valid Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA)
4. A latest undertaking on judicial paper of Rs. 100/- that the firm/company offering bid has not been blacklisted by any government, autonomous or semiautonomous organizations/institutions of federal or provincial governments.

NOTE: If any firm/company is exempted from any of the first three government departments, a valid exemption certificated from the concerned authority must be attached.

Bidding Process shall be *single stage; one envelop*.

SCORING SYSTEM:

Total Marks = 100 with following bifurcation:

S. No		Marks
1	Financial benefit offered in terms of Maturity, Natural and Accidental Deaths as per Format-1 with following bifurcation (Format-I):	25
1.1	Financial benefits offered in terms of Maturity	15
1.2	Financial benefits offered in terms of Natural death	5
1.3	Financial benefits offered in terms of Accidental death	5
2	Financial benefits offered in line with KPK Finance Department prescribed amount for RBDC (Format-II)	20
3	SECP credit ranking (based on average score of last three years)	10
4	Certificate of Reinsurance outside Pakistan	5
5	Claim Clearance Time	20
5.1	Claim Clearance Time (within TWO weeks after submission of the claim)	20
5.2	Claim Clearance Time (From TWO to FOUR weeks after submission of the claim)	10
5.3	Claim Clearance Time (More than FOUR weeks after submission of the claim)	5
6	Performance Report for the last THREE years of the Client (Govt/Semi Govt Organization and private organization registeed with SECP with credit ranking of A+ and above	10
6.1	Excellent Performance Report from Client Organization	10
6.2	Very Good Performance Report from Client Organization	8
6.3	Good Performance Report from Client Organization	6
6.4	Satisfactory Performance Report from Client Organization	4
7	Maximum Age Coverage for financial benefits	10
7.1	Up to 60 years	10
7.2	For each less year (i.e. 59, 58, 57, 56, 55), 02 marks per year shall be deducted.	

MEDICAL TEACHING INSTITUTION, AYUB MEDICAL COLLEGE, ABBOTTABAD

BPS:20 & Above

Page 01

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

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	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

Page 02

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

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									
Page 02									
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				

Evaluation of Format-I:

The total 30 marks allocated for financial benefits offered by the companies in terms of Maturity, Accidental and Natural Death shall be assigned in the following manner:

Steps	Procedure
Step-I	Calculation of mean years of service left for every Basic Pay Scale category.
Step-II	Calculation of weighted mean for each financial benefit by multiplying the number of employees in the respective pay scale with the amount offered by the company against the age that corresponds to the mean years of service left.
Step-III	Calculation of grand weighted mean for each financial benefit by dividing the sum of individual pay scale weighted mean with the total number of employees of all pay scales.

Following formulae shall be used for assigning marks to each company for its offered financial benefits:

For Maturity:

$$= \frac{\text{Grand weighted mean of maturity amount}}{\text{Highest grand weighted mean of maturity amount}} \times 15$$

For Accidental Death:

$$= \frac{\text{Grand weighted mean of accidental death amount}}{\text{Highest grand weighted mean of accidental death amount}} \times 5$$

For Natural Death:

$$= \frac{\text{Grand weighted mean of natural death amount}}{\text{Highest grand weighted mean of natural death amount}} \times 5$$

Format-II:

S. No	Pay Scale (BPS)	Govt. Prescribed Amount for RBDC & BF (3)	Please mention the number of years in which your firm/company shall pay the Govt. prescribed amount as mentioned in column 3 according to the pay scale.	
			In case of Retirement (Maturity)	In case of Death (Natural or Accidental)
(1)	(2)	(3)		
1	01 – 04	Rs. 450000/-		
2	05 – 10	Rs. 650000/-		
3	11 – 15	Rs. 750000/-		
4	16	Rs. 950000/-		
5	17	Rs. 1100000/-		
6	18	Rs. 1375000/-		
7	19	Rs. 1550000/-		
8	20 & Above	Rs. 1750000/-		

Key: Total Marks = 20 distributed as below:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
20	18	16	14	12	10	8	6	4	2

Marks shall be allocated by calculating average for all pay scales and then applying the following formula:

$$\frac{\text{Sum of average score obtained by the firm/company for both categories}}{\text{Highest average score obtained for both the categories}} \times 20$$

Assessment of Claim Clearance Time:

Please provide audited figures for the period 1st July 2018 to 31st March 2020 as per following Format:

Type of Financial Benefit	Total Number of cases	Total Amount Claimed	Total Amount Paid	Time in days within which payment was made to the clients	Documents attached
Maturity					
Natural Death					
Accidental Death					

Bidding Data:

S. No	Pay Scale	Number of employees	Average age at opening of Bid (27.8.20)	Monthly RBDC in Rs	Monthly BF in Rs	Total Monthly (RBDC + BF)	Annual Premium	Total Annual Premium of all employees of respective Pay Scale
1	BS - 21	43	54.3 Years	800	2000	2800	33600	1444800
2	BS - 20	44	47.3 Years	800	2000	2800	33600	1478400
3	BS - 19	76	43.1 Years	800	1600	2400	28800	2188800
4	BS - 18	85	35.9 Years	800	1350	2150	25800	2193000
5	BS - 17	19	47.3 Years	800	900	1700	20400	387600
6	BS - 16	20	48.0 Years	800	650	1450	17400	348000
7	BS 11 - 15	98	44.1 Years	600	600	1200	14400	1411200
8	BS 5 - 10	40	47.8 Years	600	450	1050	12600	504000
9	BS 1 - 4	218	41.8 Years	300	300	600	7200	1569600
10	Total	643		6300	9850	16150	193800	11525400