Standard Bidding Document

Tender-167 Hiring of Insurance Company for Group Health Family Takaful (GHFT)
(Non-Consultancy Services)

National

Single Stage-One Envelope

November 25, 2026

Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)),Procurement Head Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).
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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC))** has reserved Funds for the procurement planned for FY **2026-27**. The **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Tender-167 Hiring of Insurance Company for Group Health Family Takaful (GHFT)**" with the reference of **"P204378"**

2. The **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Demand Draft** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/204378**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, December 9, 2026 10:30 AM**. E-bids will be opened on the same day at **Wednesday, December 9, 2026 11:00 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet

registered on the new version of **EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

In terms of Rules 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (**www.ppra.gov.pk**).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Procurement Notice.

3. **Fraud & Corruption**

3.1. As defined under Rule 2(1)(x) of Public Procurement Rules, 2026.

4. **Eligible Bidders**

4.1. The Eligibility of the Bidders shall be determined in accordance with the Rule 21 of the Public Procurement Rules, 2026.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued in accordance with **ITB 8.1** include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section V Fraud & Corruption
Section VI General Conditions of Contract (GCC)
Section VII Special Conditions of Contract (SCC)
Section VIII Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. All clarification shall be in accordance with the Rule 38 of the public Procurement Rules, 2026.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document pursuant to **ITB 8 .1** shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids after record reason in writing:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB 10 and 11;

9.1.2. Documentary evidence established in accordance with ITB 10 that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with ITB 11 that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established in accordance with ITB 11.3 that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with ITB 17; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. The bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country.

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, provisions of services and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid in accordance with ITB 12 shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected pursuant to ITB 28, unless otherwise price adjustment is permissible under Conditions of the Contract.

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable on the contract with less then 12 months period.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services upto maximum 15% on annual basis.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government’s minimum wage notification, subject to the condition that clause 14.2 shall not be applicable in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Form 9 The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture, pursuant to ITB 17.5

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in 17.5 are invoked.

17.4. Unsuccessful Bidders’ Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency pursuant to ITB 16. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors pursuant to ITB 30; or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with ITB 48; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with ITB 49.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Section V, Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through EPADS v2.0.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Establishment of Procurement Cell**

22.1. PA to establish a Procurement Cell which shall carryout procurements as per Rule 10 of Public Procurement Rules, 2026.

23. **Opening & Evaluation of Bids by the Bid Evaluation Committee**

23.1. As per Rule 11 of Public Procurement Rules, 2026
(PA to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements with an estimated value up to two billion rupees)

24. **Third Party Validation**

24.1. **In compliance with Rule 12** of Public Procurement Rules, 2026, the third-party validation committee or firm shall validate all procurements above five hundred million and up to two 2 billion rupees. The third-party validation shall be conducted at specifications, bidding documents preparation, technical (if any) & final evaluation stages.

25. **External Bid Evaluation Committee**

25.1. **As per Rule 13 of Public Procurement Rules, 2026,** procurements with an estimated value above two billion rupees shall be opened and evaluated by the Procuring Agency's notified External Bid Evaluation Committee.

26. **Opening of Bids**

26.1. The Procuring Agency will open all bids through EPADS at the place, on the date and at the time, specified in the **BDS**.

26.2. The bids shall be opened one at a time, and the following and recorded: (a) the name of the bidder; (b) the presence of a bid security, if required; and (c) any other details as the procuring agency may consider appropriate.

26.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

27. **Confidentiality**

27.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

27.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

28. **Preliminary Examination of Bids**

28.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

28.1.1. meets the eligibility criteria defined in **ITB 4**;

28.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

28.1.3. is accompanied by the required securities; and

28.1.4. is substantially responsive to the requirements of the bidding document.

28.2. The procuring agency will confirm that the documents and information specified under **ITB 9,10 and 11** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bid shall be rejected.

28.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

29. **Examination of Terms and Conditions, Technical Evaluation**

29.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **ITB 21,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and**

Schedule of Requirements,prescribed inthe bidding document have been met without material deviation or reservation.

29.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **ITB 28,** it shall reject the bids.

30. **Correction of Errors**

30.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

30.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

30.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

30.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

30.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

30.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 17.**

31. **Conversion to Single Currency**

31.1. As per Rule 42(2) of Public Procurement Rules, 2026.

32. **Evaluation of Bids**

32.1. The procuring agency shall evaluate bids in accordance with Rule 42 of Public Procurement Rules, 2026 and compare only those bids determined to be substantially responsive, pursuant to **ITB 28.**

32.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the **Bid Data Sheet (BDS)** and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

32.3. **In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.**

32.4. The Procuring agency/Employer's evaluation of a bid will take into account:

32.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

32.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 30;**

32.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 31**;

32.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

32.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot

combinations in the Form of Bid, is specified in the **BDS.**

33. **Determination of Most Advantageous Bids**

33.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

34. **Abnormally Low Financial Bids**

34.1. Subject to sub-clause (2), a procuring agency may, in the procurement of goods, works and services, reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement such that it raises material concerns on the part of the procuring agency as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

34.2. A procuring agency shall not reject a bid as abnormally low under sub-rule (1) unless the procuring agency—

34.2.1. requested through EPADS from the bidder a written clarification of bid, including a detailed price analysis of its bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding documents; and

34.2.2. having taken into account the information provided by the bidder in response to a request under clause (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily against the offered price.

34.3. The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision. The procuring agency may reinitiate the bidding process after communication of such decision.

34.4. Every abnormally low bid shall be investigated in order to determine the reason for submitting the bid including whether the bid was submitted in order to remove other bidders from competition.

34.5. In case it is established after investigation that the bidder submitted an abnormally low bid to remove other bidders from competition or to frustrate the bidding process, the procuring agency may blacklist the bidder in accordance with Rule 25(1)(d).

35. **Rejection of Bids**

35.1. As per Rule 45 of Public Procurement Rules, 2026

36. **Cancellation of procurement**

36.1. As per Rule 46 of Public Procurement Rules, 2026

37. **Single Responsive Bid**

37.1. The procuring agency may consider single responsive subject to underlying conditions of Rule 50 of Public Procurement Rules, 2026.

38. **Alternate Dispute Resolution (ADR)**

38.1. As per Rule 66 of Public Procurement Rules, 2026

39. **Arbitration Clause**

39.1. Appointing Authority for the Arbitrator shall be Managing Director (PPRA) OR Secretary (Ministry of Law & Justice),

40. **Fee of the Arbitrator**

40.1. The fee shall be specified in PKR as detrmined by the Appointing Authority and shall be shared equally by each party.

41. **Socio-economic development**

41.1. As per Rule 63 of Public Procurement Rules, 2026, PA to encourage the inclusiveness of small and medium enterprises, and marginalized groups by

according preferences in line with the notified policies of the Federal Government

42. **Environmental objectives**

42.1. As per Rule 64 of Public Procurement Rules, 2026, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured.

F. Award of Contract

43. **Appointment of Contract Manager**

43.1. The procuring agency shall designate a Contract Manager for each procurement or class of procurement who shall manage the contract as per Rule 58 & 59 of Public Procurement Rules, 2026.

44. **Criteria of Award**

44.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and that has been declared as Successful Bid .

45. **Procuring Agency’s Right to reject All Bids**

45.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

45.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

46. **Procuring Agency’s Right to Vary Quantities at the Time of Award**

46.1. The procuring agency reserves the right, at the time of contract award, to increase or decrease not more than 15% of the original scope of related services originally specified in the Schedule of Requirements, provided that such variation does not exceed the percentage indicated in the **Bid Data Sheet (BDS)**. This adjustment shall be made without any change in the unit price or other terms and conditions of the Bids and Bidding Documents.

47. **Notification of Award**

47.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

47.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Award will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

47.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee in accordance with **ITB 49** and signing of the contract in accordance with **ITB 48.**

48. **Signing of Contract**

48.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

49. **Performance Guarantee**

49.1. After the receipt of the Letter of Award, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS and SCC**,

denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

49.2. Failure of the successful bidder to comply with the requirement of **ITB 49.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

50. **Advance Payment**

50.1. The Procuring Agency will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **BDS**. The Advance Payment request shall be accompanied by an Advance Payment Guarantee in the form provided in Contract Forms.

51. **Arbitration**

51.1. The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the **SCC**.

52. **Corrupt & Fraudulent Practices**

52.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. The Principal Accounting Officer or head of procuring agency or any authorized officer shall constitute a committee comprising of odd number of members completely outside the procuring agency from any other procuring agency or from the pool of experts maintained by the Authority and

accessible through EPADS with necessary powers and authorizations, to address the complaints of bidders or parties that may occur prior to the entry into force of the procurement contract.

53.2. Any party may file a written complaint, two days prior to the proposal submission deadline, against the eligibility parameters, evaluation criteria or any other terms and conditions described in the bidding documents, if found contrary to the provisions of the procurement regulatory framework, and the same shall be addressed by the GRC.

53.3. Any bidder or party feeling aggrieved by any act of the procuring agency after the submission of bid, may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

53.4. In case, the complaint is filed against the technical or final evaluation report, the GRC may suspend the procurement proceedings till the decision.

53.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant may not raise any objection on technical evaluation of the report:Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage-single envelope bidding procedure is adopted.

53.6. The GRC shall investigate and decide upon the complaint within ten days of its receipt.

53.7. Any bidder or party not satisfied with the decision of the GRC or if GRC fails to decide within ten days under sub-rule 6, may file an appeal before the Appellate Committee of the Authority, comprising odd number of members including an external member within ten days of communication of decision subject to depositing the prescribed fee and in accordance with the procedure determined by the Authority. The Appellate Committee of the Authority shall decide the appeal within 45 days from the receipt of the appeal. The Appellate Committee may suspend the process of award of contract to such period as deemed appropriate during the pendency of appeal. The decision of the Appellate Committee of the Authority shall be considered as final.

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-25 of the Public Procurement Rules, 2026 , Mechanism for Blacklisting, Debarment Regulations, 2024 and “procedure for filling and disposal of review petition under rule-25(6) of Public Procurement Rules, 2026.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number
Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC))**

The subject of procurement is: **Tender-167 Hiring of Insurance Company for Group Health Family Takaful (GHFT)**

Expected commencement date: **Tuesday, January 12, 2027**

BDS Clause Number 2
ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P204378**

BDS Clause Number 3
ITB Number 4

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4
ITB Number 7.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Sunday, December 6, 2026

BDS Clause Number 5
ITB Number 8.1

Any addendum, in case issued, shall be published on **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC))** website and on **EPADS v2.0**.

BDS Clause Number 6
ITB Number9.1

List of documents required along with the bid:

1. Form 1: Form of Bid, duly filled, signed and stamped by the authorized signatory of the Bidder (ITB 11.1(a), ITB 14).

2. Form 2: Price Schedule - Schedule-A (Hospitalization) and Schedule-B (Maternity) for Plan-A and Plan-B, completed for every age band, with contribution per person inclusive of all taxes, in Pakistan Rupees (ITB 15, BDS 15.3, BDS 16.1).

3. Form 3: Form of Qualification Information, completed with the supporting evidence for each of the nine requirements listed in it (ITB 13, BDS 13.1).

4. Bid Security of 02% in the form of bank draft/pay order in the name of "Karachi Tools, Dies & Moulds Centre" (BDS 18.1, 18.3). A Bid Securing Declaration is NOT applicable and will not be accepted in its place (BDS 18.1). Upload a scanned copy via EPADS; the original must be received by the KTDMC Purchase Department before the bid submission deadline (BDS 23.1).

5. Power of Attorney: General Power of Attorney authorizing the signatory of the Bidder to submit the bid (ITB 11.1(f), BDS 20.2).

BDS Clause Number 7
ITB Number 11.1

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8
ITB Number 7.1

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9
ITB Number 13.1 & 13.2

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10
ITB Number 7.1

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11
ITB Number 13.5

The price shall be **Fixed**.

BDS Clause Number 12
ITB Number 15.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 13
ITB Number 16.1

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14
ITB Number 17.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given
Instrument of Bid Security Shall be in the Name of : **Karachi Tools, Dies & Moulds Centre**
The Bid Security shall be in the form of: **Pay Order, Demand Draft**

BDS Clause Number 15
ITB Number 17.3

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 180 days so the bid security shall be valid for 180+28 = 208 days.

BDS Clause Number 16
ITB Number 18.1

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17
ITB Number 21.1

Bid shall be submitted online on **EPADS v2.0** whereas hard copy of the bid security should be submitted to the following;

Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, December 9, 2026 10:30 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18
ITB Number 26.1

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Wednesday***

Date: ***Wednesday, December 9, 2026***

Time *:* ***11:00 AM***

BDS Clause Number 19
ITB Number 32.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20
ITB Number 49.1

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Bank Guarantee**

BDS Clause Number 21
ITB Number 51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22
ITB Number 53.1

Grievence against this procurement shall be submitted online on **EPADS v2.0**.

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
FBR (NTN)
FBR (GSTN)
SECP

Eligibility Criteria	Document
Authorized by SECP to carry on Takaful business in Pakistan. Supporting Evidence: Certificate of authorization to carry on Takaful business as Takaful Operator or as Window Takaful Operator.	Yes
Applicant must be a Shariah Compliant company. Supporting Evidence: i) Valid Shariah Compliance Certificate issued by Independent Reasonable Assurance Report. ii) Latest Shariah Review Report is issued by Shariah Advisor.	Yes
Insurer Financial Strength (IFS) Rating by PACRA/ VIS must be “AA+” or Better. Supporting Evidence: Certificate/proof to be attached.	Yes
Total Equity as per the latest Audited Financial Statements shall not be less than PKR One billion. Supporting Evidence: Attached latest Audited Financial Statements.	Yes

The Applicant must be registered with Income Tax and Sales Tax Departments. Supporting Evidence: Certificate of registration with Income Tax & Sales Tax required.	Yes
The Applicant must be on Active Tax Payer List maintained by FBR. Supporting Evidence: Verification shall be done using FBR Online Verification (Copy required).	Yes
The Applicant must have the minimum (5) years of experience in providing similar services. Supporting Evidence: Certificate of incorporation and Minimum 5 Orders/Copies of Contracts or Service orders issued by clients (One of them should be 5 year earlier).	Yes
A signed and stamped undertaking is required by the applicants that their supply/services completely complies with all the requirements mentioned in the Schedule of Requirement. Supporting Evidence: Signed and stamped on Form of Bid.	Yes
The Applicant must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations. Supporting Evidence: Applicant Declaration on stamp paper required	Yes

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

Least Cost Based Selection (LCBS)

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Group Health Family Takaful (GHFT) - Hiring of Insurance Company	**Address:** Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province). **Schedule:** 365 Days **Quantity:** 400/person	400/person	86000 PKR

Related Services :

No

Services Specifications

Positions Without Lots :

Position: Group Health Family Takaful (GHFT) - Hiring of Insurance Company

Specifications / Requirements:

Hiring of an insurance company for Group Health Family Takaful (GHFT) for KTDMC employees and their families. Service period: January 12, 2027 to January 11, 2028. Insured lives: 400 (107 employees, 93 spouses, 200 children) under Plan-A (127 lives) and Plan-B (273 lives); Schedule A hospital care and Schedule B maternity benefits as per the annexed Schedule of Requirements and Employees List.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Scope of Work

Group Health Family Takaful (GHFT) - Hiring of Insurance Company

Delivery of Services for Family Takaful Period Covered: January 12, 2027 to January 11, 2028.

Lives to be covered: 400

Group Summary	Plan-A	Plan-B
Employees	30	77
Spouses	28	65
Children	69	131
Total	**127**	**273**

Employees: 107; spouses: 93 (91 wives, 2 husbands); children: 200 (104 sons, 96 daughters); male 210, female 190. The Employees List (names, relation, date of birth, plan) is in the annexed Schedule of Requirements.

Schedule "A" - Hospital Care Limit

Description of Benefits	Plan-A (AM & Above)	Plan-B (Executive & Below)
Total Hospital Care Limit (Per Person Per Year)	Rs. 650,000	Rs. 520,000
Room & Board entitlement (Per day inclusive of nursing & ancillaries)	Rs. 10,400	Rs. 9,100

- 50% Enhancement of total coverage in case of accidental cases
- Major Medical Care
- Pre-Hospitalization Diagnostic Charges (30 days prior to Hospitalization)
- Post-Hospitalization Follow-up Charges (30 days after discharge)
- Claim Reimbursement (Shall be within 10-15 days)
- Pre Existing Conditions: 50% Coverage
- Physician's Visit (In-Patient visit) Charges: covered under Hospital Care Limit
- Specialist Consultation (In-Patient visit) Charges: 100% Coverage of Visiting Consultant Charges
- Intensive Care Unit (ICU) Charges
- Miscellaneous Hospital Expenses
- Surgical Operation Charges
- Day-care Surgery Charges (Pre & Post Condition Applied)
- Hospital Casualty Ward Accident & Emergency Services
- Specialized Investigations Outpatient Cover

Schedule "B" - Maternity Benefit

Description of Benefits	Plan-A	Plan-B

Normal Delivery Limit (Per married female per year upto age 45)	Rs. 91,000	Rs. 72,000
Complicated Delivery Limit (Per married female per year upto age 45)	Rs. 124,000	Rs. 105,000

Married Female	Total	Plan-A	Plan-B
Married Female (below 45)	76	24	52
Married Female (age above 45)	18	4	14
Total Married Female	**94**	**28**	**66**

Evaluation: Least Cost Based Selection (BDS 33.1). Price Schedule (Form 2) to be quoted inclusive of all taxes, fixed, in Pakistan Rupees.

Brief Description

Hiring of an insurance company for Group Health Family Takaful (GHFT) of KTDMC employees and their families, covering 400 lives under Plan-A and Plan-B, for the period January 12, 2027 to January 11, 2028.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of required resources and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within thirty (30) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within thirty (30) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Service Provider failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Service Provider not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

32.1.1. **Alternate Dispute Resolution (ADR),** After coming into force of the procurement contracts, disputes, between the parties to the contract may be settled by one or more alternate dispute resolution methods including
Arbitration. Where an Alternate Dispute Resolution process other than Arbitration may not lead to an amicable settlement of dispute, Arbitration shall be resorted to.

32.1.2. The procuring agency shall specify mechanism for the appointment of an arbitrator expressly in the contract and the competent authority who shall appoint the arbitrator.

32.1.3. The laws of Pakistan shall apply to an arbitration unless specifically agreed to otherwise in the contract.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)), Procurement Head Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).

Contractor is:

The title of the subject procurement is:Tender-167 Hiring of Insurance Company for Group Health Family Takaful (GHFT)

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)), Procurement Head
Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).
+92-310-333-4330
ghulam.haider@ktdmc.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)), Procurement Head
Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).
+92-310-333-4330
ghulam.haider@ktdmc.com

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be …….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 16**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:
Instrument of Performance Guarantee shall be in the Name of : **Karachi Tools, Dies & Moulds Centre**

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 28

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 29

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause 31

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P204378***

To: **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)), Procurement Head Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)), Procurement Head Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Tender-167 Hiring of Insurance Company for Group Health Family Takaful (GHFT) (*P204378*)** and has accepted a Bids by the Bidder for the provision of Services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **Karachi Tools Dies & Moulds Centre (KTDMC) (Karachi Tools Dies & Moulds Centre (KTDMC)), Procurement Head Sector 38, NC No.24 Korangi Creek, Industrial Park, Adjacent to PRL, Korangi Sub-Division, Korangi (District), Karachi (Division), Sindh (Province).**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Non-Consultancy Services*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

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Annexure

Schedule of Requirements and Employees List (400 lives) - GHFT

Schedule of Requirements (Group Health Family Takaful, Schedule A Hospital Care, Schedule B Maternity, Group Summary) and the Employees List of 400 lives with the Annex summary. Pages 30-47 of the standalone Tender No. 167/KTDMC/2026-27 bidding document; pages 74-91 of the EPADS-generated Bidding Document PDF (Download Document).

Information (Read-Only)

See Form Under Additional Forms and Documents: **Schedule of Requirements and Employees List (400 lives) - GHFT** (page number: 71)

Standard Forms (Form 1 - Form of Bid, Form 2 - Price Schedules, Form 3 - Form of Qualification Information, Form 4 - Letter of Acceptance)

Standard Forms section (Form 1: Form of Bid, Form 2: Price Schedule, Form 3: Form of Qualification Information, Form 4: Letter of Acceptance). Pages 48-53 of the standalone Tender No. 167/KTDMC/2026-27 bidding document; pages 92-97 of the EPADS-generated Bidding Document PDF (Download Document).

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Standard Forms (Form 1 - Form of Bid, Form 2 - Price Schedules, Form 3 - Form of Qualification Information, Form 4 - Letter of Acceptance)** (page number: 89)

Procurement Forms

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Additional Forms and Documents

Schedule of Requirements

Group Health Family Takaful (GHFT)

Delivery of Services for Family Takaful Period Covered:

Group Health Family Takaful (GHFT): January 12, 2027 to January 11, 2028

Description of Benefits	Plan - A	Plan - B
Schedule "A" Hospital Care Limit	**(AM & Above)**	**(Executive & Below)**
Total Hospital Care Limit *(Per Person Per Year)*	**Rs. 650,000**	**Rs. 520,000**
Room & Board entitlement *(Per day inclusive of nursing & ancillaries)*	**Rs. 10,400**	**Rs. 9,100**
50% Enhancement of total coverage in case of accidental cases	**50% Enhancement on Accidental**	
Major Medical Care		
Pre-Hospitalization Diagnostic Charges	**(30 days prior to Hospitalization)**	
Post-Hospitalization Follow-up Charges	**(30 days after discharge)**	
Claim Reimbursement	**(Shall be within 10-15 days)**	
Pre Existing Conditions	**50% Coverage**	
Physician's Visit (In-Patient visit) Charges	**Covered under Hospital Care Limit**	
Specialist Consultation (In-Patient visit) Charges		
100% Coverage of Visiting Consultant Charges		
Intensive Care Unit (ICU) Charges		
Miscellaneous Hospital Expenses		
Surgical Operation Charges		
Day-care Surgery Charges (Pre & Post Condition Applied)		
Hospital Casualty Ward Accident & Emergency Services		
Specialized Investigations Outpatient Cover		

Description of Benefits		Plan - A	Plan - B
Schedule "B" Maternity Benefit Normal Delivery Limit (Per married female per year upto age 45) Complicated Delivery Limit (Per married female per year upto age 45)		**Rs. 91,000** **Rs. 124,000**	**Rs. 72,000** **Rs. 105,000**
		↓	↓
Married Female (below 45)	**76**	**24**	**52**
Married Female (age above 45)	**18**	**4**	**14**
Total Married Female	**94**	**28**	**66**

Group Summary			Total No. of Life's	
Plan	**Plan - A**	**Plan - B**		
Employees	30	77	**400**	**Employee List Also Attached**
Spouses	28	65		
Children	69	131		
Total	**127**	**273**		

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Employees List for Group Health Family Takaful

S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
1	0	EMPLOYEE	49	CHIEF EXECUTIVE OFFICER	07-Sep-1977	A
	1	FAMILY MEMBER	38	Wife	23-Jan-1988	A
	2	FAMILY MEMBER	12	Daughter	15-Jul-2014	A
	3	FAMILY MEMBER	8	Son	27-Jul-2018	A
	4	FAMILY MEMBER	0	Daughter	20-Feb-2026	A
2	0	EMPLOYEE	46	MANAGER	17-Sep-1980	A
	1	FAMILY MEMBER	34	Wife	01-Oct-1992	A
	2	FAMILY MEMBER	10	Son	06-Sep-2016	A
	3	FAMILY MEMBER	4	Son	20-Sep-2022	A
3	0	EMPLOYEE	41	MANAGER	09-Jul-1985	A
	1	FAMILY MEMBER	37	Wife	12-Oct-1989	A
	2	FAMILY MEMBER	10	Son	30-Jan-2016	A
	3	FAMILY MEMBER	7	Daughter	31-May-2019	A
4	0	EMPLOYEE	50	DEPUTY MANAGER	08-Jan-1976	A
	1	FAMILY MEMBER	46	Wife	28-Nov-1979	A
	2	FAMILY MEMBER	19	Son	17-Sep-2007	A
	3	FAMILY MEMBER	16	Daughter	11-May-2010	A
	4	FAMILY MEMBER	11	Son	08-Nov-2014	A
5	0	EMPLOYEE	38	DEPUTY MANAGER	29-Oct-1987	A
	1	FAMILY MEMBER	39	Wife	31-Oct-1986	A
6	0	EMPLOYEE	49	DEPUTY MANAGER	13-Aug-1977	A
	1	FAMILY MEMBER	41	Wife	01-Jan-1985	A
	2	FAMILY MEMBER	16	Son	30-Mar-2010	A
	3	FAMILY MEMBER	10	Daughter	17-Aug-2016	A
	4	FAMILY MEMBER	6	Daughter	01-Feb-2020	A

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
7	0	EMPLOYEE	44	DEPUTY MANAGER	02-Dec-1981	A
	1	FAMILY MEMBER	41	Wife	22-Mar-1985	A
	2	FAMILY MEMBER	18	Daughter	13-Oct-2008	A
	3	FAMILY MEMBER	15	Son	15-Jul-2011	A
	4	FAMILY MEMBER	10	Daughter	21-Apr-2016	A
	5	FAMILY MEMBER	6	Daughter	22-May-2020	A
8	0	EMPLOYEE	46	DEPUTY MANAGER	11-Sep-1980	A
	1	FAMILY MEMBER	39	Wife	11-Feb-1987	A
	2	FAMILY MEMBER	13	Daughter	01-Nov-2012	A
	3	FAMILY MEMBER	12	Son	15-Sep-2014	A
	4	FAMILY MEMBER	10	Son	07-Sep-2016	A
9	0	EMPLOYEE	42	DEPUTY MANAGER	25-Jul-1984	A
	1	FAMILY MEMBER	29	Wife	01-Jul-1997	A
	2	FAMILY MEMBER	7	Son	26-May-2019	A
	3	FAMILY MEMBER	2	Son	07-Feb-2024	A
	4	FAMILY MEMBER	0	Son	12-Jun-2026	A
10	0	EMPLOYEE	42	DEPUTY MANAGER	04-Oct-1984	A
	1	FAMILY MEMBER	32	Wife	13-Apr-1994	A
	2	FAMILY MEMBER	10	Daughter	27-Jun-2016	A
	3	FAMILY MEMBER	1	Son	20-Nov-2024	A
11	0	EMPLOYEE	48	DEPUTY MANAGER	13-Jul-1978	A
	1	FAMILY MEMBER	42	Wife	24-Jun-1984	A
	2	FAMILY MEMBER	17	Son	21-Oct-2009	A
	3	FAMILY MEMBER	15	Daughter	30-Aug-2011	A
	4	FAMILY MEMBER	9	Daughter	21-Nov-2016	A

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
	5	FAMILY MEMBER	6	Son	02-Jun-2020	A
12	0	EMPLOYEE	55	DEPUTY MANAGER	08-Sep-1971	A
	1	FAMILY MEMBER	49	Wife	06-Jun-1977	A
	2	FAMILY MEMBER	23	Son	28-Jun-2003	A
	3	FAMILY MEMBER	15	Daughter	25-Jun-2011	A
13	0	EMPLOYEE	48	DEPUTY MANAGER	12-Nov-1977	A
	1	FAMILY MEMBER	38	Wife	10-Jun-1988	A
	2	FAMILY MEMBER	12	Daughter	04-May-2014	A
	3	FAMILY MEMBER	8	Daughter	28-May-2018	A
	4	FAMILY MEMBER	5	Daughter	31-Aug-2021	A
14	0	EMPLOYEE	52	DEPUTY MANAGER	30-May-1974	A
	1	FAMILY MEMBER	41	Wife	25-Feb-1985	A
	2	FAMILY MEMBER	19	Daughter	30-Aug-2007	A
	3	FAMILY MEMBER	16	Daughter	13-Jan-2010	A
	4	FAMILY MEMBER	12	Son	16-Oct-2014	A
15	0	EMPLOYEE	47	DEPUTY MANAGER	02-Aug-1979	A
	1	FAMILY MEMBER	40	Wife	18-Dec-1985	A
	2	FAMILY MEMBER	13	Son	14-Dec-2012	A
	3	FAMILY MEMBER	10	Son	01-Feb-2016	A
	4	FAMILY MEMBER	1	Daughter	01-Jan-2025	A
16	0	EMPLOYEE	44	DEPUTY MANAGER	03-Feb-1982	A
17	0	EMPLOYEE	35	DEPUTY MANAGER	30-Sep-1991	A
	1	FAMILY MEMBER	30	Wife	03-Aug-1996	A
	2	FAMILY MEMBER	5	Son	22-Oct-2021	A
	3	FAMILY MEMBER	0	Daughter	24-May-2026	A

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
18	0	EMPLOYEE	43	ASSISTANT MANAGER	08-Mar-1983	A
	1	FAMILY MEMBER	36	Wife	25-Nov-1989	A
	2	FAMILY MEMBER	17	Daughter	13-Oct-2009	A
	3	FAMILY MEMBER	14	Son	10-Apr-2012	A
	4	FAMILY MEMBER	10	Daughter	21-Nov-2015	A
	5	FAMILY MEMBER	7	Daughter	03-Dec-2018	A
19	0	EMPLOYEE	55	ASSISTANT MANAGER	23-Jun-1971	A
	1	FAMILY MEMBER	55	Wife	04-Nov-1970	A
	2	FAMILY MEMBER	23	Daughter	23-Mar-2003	A
	3	FAMILY MEMBER	20	Son	09-Oct-2006	A
20	0	EMPLOYEE	46	ASSISTANT MANAGER	10-Apr-1980	A
	1	FAMILY MEMBER	43	Wife	01-Jul-1983	A
	2	FAMILY MEMBER	16	Daughter	05-Sep-2010	A
	3	FAMILY MEMBER	13	Son	21-Mar-2013	A
	4	FAMILY MEMBER	12	Daughter	05-Jan-2014	A
	5	FAMILY MEMBER	10	Daughter	10-Sep-2016	A
	6	FAMILY MEMBER	6	Daughter	27-Sep-2020	A
21	0	EMPLOYEE	48	ASSISTANT MANAGER	01-Feb-1978	A
22	0	EMPLOYEE	36	ASSISTANT MANAGER	17-May-1990	A
	1	FAMILY MEMBER	34	Wife	09-Aug-1992	A
	2	FAMILY MEMBER	5	Daughter	31-Jan-2021	A
23	0	EMPLOYEE	46	ASSISTANT MANAGER	17-Apr-1980	A
	1	FAMILY MEMBER	45	Wife	24-Jun-1981	A
	2	FAMILY MEMBER	16	Daughter	14-Feb-2010	A
	3	FAMILY MEMBER	13	Son	22-Nov-2012	A

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
24	0	EMPLOYEE	48	ASSISTANT MANAGER	15-Sep-1978	A
	1	FAMILY MEMBER	40	Wife	12-Jul-1986	A
	2	FAMILY MEMBER	16	Son	09-Sep-2010	A
	3	FAMILY MEMBER	14	Daughter	09-Aug-2012	A
	4	FAMILY MEMBER	13	Daughter	21-Aug-2013	A
25	0	EMPLOYEE	34	ASSISTANT MANAGER	08-Oct-1992	A
	1	FAMILY MEMBER	25	Wife	30-Sep-2001	A
	2	FAMILY MEMBER	3	Daughter	13-Oct-2023	A
26	0	EMPLOYEE	40	ASSISTANT MANAGER	25-Feb-1986	A
	1	FAMILY MEMBER	33	Wife	10-Mar-1993	A
	2	FAMILY MEMBER	1	Daughter	21-Aug-2025	A
27	0	EMPLOYEE	44	ASSISTANT MANAGER	28-Sep-1982	A
	1	FAMILY MEMBER	33	Wife	18-Jul-1993	A
28	0	EMPLOYEE	39	ASSISTANT MANAGER	18-Feb-1987	A
	1	FAMILY MEMBER	36	Wife	02-Oct-1990	A
	2	FAMILY MEMBER	10	Daughter	17-Dec-2015	A
	3	FAMILY MEMBER	9	Daughter	20-Aug-2017	A
	4	FAMILY MEMBER	3	Son	23-Feb-2023	A
29	0	EMPLOYEE	43	ASSISTANT MANAGER	21-Jan-1983	A
	1	FAMILY MEMBER	42	Wife	18-Jul-1984	A
	2	FAMILY MEMBER	15	Daughter	29-Mar-2011	A
	3	FAMILY MEMBER	11	Daughter	30-Dec-2014	A
	4	FAMILY MEMBER	9	Daughter	21-Feb-2017	A
	5	FAMILY MEMBER	3	Son	06-Jun-2023	A
30	0	EMPLOYEE	31	ASSISTANT MANAGER	04-Mar-1995	A

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
	1	FAMILY MEMBER	31	Wife	06-Sep-1995	A
	2	FAMILY MEMBER	1	Daughter	16-Sep-2025	A
31	0	EMPLOYEE	51	EXECUTIVE	04-Apr-1975	B
	1	FAMILY MEMBER	37	Wife	27-Apr-1989	B
	2	FAMILY MEMBER	16	Daughter	13-Jul-2010	B
	3	FAMILY MEMBER	14	Son	29-Apr-2012	B
	4	FAMILY MEMBER	12	Daughter	10-Jun-2014	B
	5	FAMILY MEMBER	10	Daughter	13-Aug-2016	B
32	0	EMPLOYEE	67	EXECUTIVE	01-Jan-1959	B
	1	FAMILY MEMBER	58	Wife	07-Feb-1968	B
	2	FAMILY MEMBER	24	Daughter	18-May-2002	B
33	0	EMPLOYEE	55	EXECUTIVE	18-Oct-1971	B
	1	FAMILY MEMBER	48	Wife	19-Jan-1978	B
	2	FAMILY MEMBER	21	Son	25-Dec-2004	B
	3	FAMILY MEMBER	20	Daughter	28-Jul-2006	B
34	0	EMPLOYEE	41	EXECUTIVE	24-Nov-1984	B
	1	FAMILY MEMBER	34	Wife	22-Apr-1992	B
	2	FAMILY MEMBER	11	Daughter	02-Oct-2015	B
	3	FAMILY MEMBER	8	Daughter	03-May-2018	B
	4	FAMILY MEMBER	7	Son	17-Jun-2019	B
35	0	EMPLOYEE	34	EXECUTIVE	07-Jan-1992	B
	1	FAMILY MEMBER	25	Wife	08-Sep-2001	B
	2	FAMILY MEMBER	4	Son	12-Nov-2021	B
	3	FAMILY MEMBER	3	Son	30-Apr-2023	B
	4	FAMILY MEMBER	0	Daughter	28-Apr-2026	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
36	0	EMPLOYEE	33	EXECUTIVE	24-Aug-1993	B
37	0	EMPLOYEE	37	EXECUTIVE	28-Jun-1989	B
38	0	EMPLOYEE	34	EXECUTIVE	29-Jul-1992	B
39	0	EMPLOYEE	37	EXECUTIVE	27-Sep-1989	B
	1	FAMILY MEMBER	28	Wife	09-Jun-1998	B
	2	FAMILY MEMBER	6	Son	15-Jan-2020	B
	3	FAMILY MEMBER	1	Daughter	25-Jun-2025	B
40	0	EMPLOYEE	44	OFFICER/SUPERVISOR	09-Mar-1982	B
	1	FAMILY MEMBER	43	Wife	14-Jan-1983	B
	2	FAMILY MEMBER	14	Son	17-Oct-2012	B
	3	FAMILY MEMBER	5	Son	12-Dec-2020	B
	4	FAMILY MEMBER	4	Daughter	06-Sep-2022	B
41	0	EMPLOYEE	48	OFFICER/SUPERVISOR	22-Sep-1978	B
	1	FAMILY MEMBER	46	Wife	16-Sep-1980	B
	2	FAMILY MEMBER	12	Son	11-Apr-2014	B
	3	FAMILY MEMBER	8	Daughter	26-Dec-2017	B
42	0	EMPLOYEE	46	OFFICER/SUPERVISOR	05-Aug-1980	B
	1	FAMILY MEMBER	43	Wife	23-Aug-1983	B
	2	FAMILY MEMBER	18	Son	12-Aug-2008	B
	3	FAMILY MEMBER	16	Daughter	05-Dec-2009	B
	4	FAMILY MEMBER	13	Daughter	03-Sep-2013	B
	5	FAMILY MEMBER	5	Son	14-Jun-2021	B
43	0	EMPLOYEE	47	OFFICER/SUPERVISOR	25-Dec-1978	B
	1	FAMILY MEMBER	42	Wife	15-Oct-1984	B
	2	FAMILY MEMBER	15	Daughter	16-Sep-2011	B

S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
	3	FAMILY MEMBER	13	Daughter	09-Sep-2013	B
	4	FAMILY MEMBER	11	Son	13-Aug-2015	B
44	0	EMPLOYEE	42	OFFICER/SUPERVISOR	12-Sep-1984	B
	1	FAMILY MEMBER	40	Wife	17-Jul-1986	B
	2	FAMILY MEMBER	12	Daughter	12-Nov-2013	B
	3	FAMILY MEMBER	10	Daughter	24-Aug-2016	B
	4	FAMILY MEMBER	8	Son	13-Sep-2018	B
	5	FAMILY MEMBER	4	Son	13-Jul-2022	B
45	0	EMPLOYEE	33	OFFICER/SUPERVISOR	21-Feb-1993	B
	1	FAMILY MEMBER	57	Husband	04-Jul-1969	B
46	0	EMPLOYEE	27	OFFICER/SUPERVISOR	28-Apr-1999	B
	1	FAMILY MEMBER	25	Wife	01-May-2001	B
	2	FAMILY MEMBER	3	Son	19-Aug-2023	B
	3	FAMILY MEMBER	3	Son	22-Aug-2023	B
	4	FAMILY MEMBER	3	Son	22-Aug-2023	B
47	0	EMPLOYEE	34	OFFICER/SUPERVISOR	12-Aug-1992	B
	1	FAMILY MEMBER	30	Wife	13-Dec-1995	B
	2	FAMILY MEMBER	5	Daughter	20-Mar-2021	B
	3	FAMILY MEMBER	2	Son	02-May-2024	B
48	0	EMPLOYEE	39	OFFICER/SUPERVISOR	20-Apr-1987	B
	1	FAMILY MEMBER	32	Wife	02-Jul-1994	B
49	0	EMPLOYEE	32	OFFICER/SUPERVISOR	22-Jul-1994	B
50	0	EMPLOYEE	43	OFFICER/SUPERVISOR	22-May-1983	B
	1	FAMILY MEMBER	75	Husband	20-Aug-1951	B
	2	FAMILY MEMBER	15	Son	20-Aug-2011	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
51	0	EMPLOYEE	45	JUNIOR OFFICER	21-Nov-1980	B
	1	FAMILY MEMBER	29	Wife	07-Dec-1996	B
	2	FAMILY MEMBER	9	Daughter	09-Sep-2017	B
	3	FAMILY MEMBER	6	Son	18-Aug-2020	B
52	0	EMPLOYEE	46	JUNIOR OFFICER	06-Feb-1980	B
	1	FAMILY MEMBER	48	Wife	18-Nov-1977	B
	2	FAMILY MEMBER	17	Son	23-Apr-2009	B
	3	FAMILY MEMBER	16	Daughter	11-May-2010	B
53	0	EMPLOYEE	52	JUNIOR OFFICER	10-Mar-1974	B
	1	FAMILY MEMBER	46	Wife	16-Apr-1980	B
	2	FAMILY MEMBER	21	Son	27-Mar-2005	B
	3	FAMILY MEMBER	19	Son	18-Sep-2007	B
	4	FAMILY MEMBER	13	Daughter	15-Aug-2013	B
54	0	EMPLOYEE	54	JUNIOR OFFICER	03-Jan-1972	B
	1	FAMILY MEMBER	47	Wife	03-Jun-1979	B
	2	FAMILY MEMBER	25	Son	14-Sep-2001	B
	3	FAMILY MEMBER	21	Son	09-Oct-2005	B
	4	FAMILY MEMBER	22	Daughter	16-Feb-2004	B
55	0	EMPLOYEE	53	JUNIOR OFFICER	06-Dec-1972	B
	1	FAMILY MEMBER	52	Wife	25-Dec-1973	B
	2	FAMILY MEMBER	22	Son	05-Dec-2003	B
	3	FAMILY MEMBER	20	Son	23-Sep-2006	B
	4	FAMILY MEMBER	14	Son	29-Nov-2011	B
56	0	EMPLOYEE	37	JUNIOR OFFICER	02-Dec-1988	B
	1	FAMILY MEMBER	34	Wife	08-Oct-1992	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
	2	FAMILY MEMBER	4	Daughter	24-Nov-2021	B
	3	FAMILY MEMBER	3	Daughter	07-Jun-2023	B
57	0	EMPLOYEE	48	JUNIOR OFFICER	09-Aug-1978	B
	1	FAMILY MEMBER	46	Wife	22-Feb-1980	B
	2	FAMILY MEMBER	14	Son	30-Oct-2011	B
	3	FAMILY MEMBER	13	Son	19-Apr-2013	B
	4	FAMILY MEMBER	17	Daughter	08-Jul-2009	B
58	0	EMPLOYEE	42	JUNIOR OFFICER	11-Oct-1984	B
	1	FAMILY MEMBER	40	Wife	01-Jan-1986	B
	2	FAMILY MEMBER	14	Daughter	28-Jan-2012	B
	3	FAMILY MEMBER	12	Daughter	08-Sep-2014	B
	4	FAMILY MEMBER	10	Daughter	26-Dec-2015	B
	5	FAMILY MEMBER	8	Daughter	04-Feb-2018	B
	6	FAMILY MEMBER	5	Daughter	21-Dec-2020	B
59	0	EMPLOYEE	73	JUNIOR OFFICER	01-Jan-1953	B
	1	FAMILY MEMBER	61	Wife	01-Jan-1965	B
60	0	EMPLOYEE	35	JUNIOR OFFICER	21-Jul-1991	B
	1	FAMILY MEMBER	24	Wife	09-Sep-2002	B
	2	FAMILY MEMBER	5	Son	31-Oct-2020	B
	3	FAMILY MEMBER	3	Son	11-Sep-2023	B
61	0	EMPLOYEE	37	JUNIOR OFFICER	16-Feb-1989	B
	1	FAMILY MEMBER	35	Wife	10-Jan-1991	B
	2	FAMILY MEMBER	12	Daughter	17-Sep-2014	B
	3	FAMILY MEMBER	8	Son	14-Sep-2018	B
	4	FAMILY MEMBER	4	Son	27-Jul-2022	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
62	0	EMPLOYEE	31	JUNIOR OFFICER	07-Jul-1995	B
	1	FAMILY MEMBER	25	Wife	18-Sep-2001	B
	2	FAMILY MEMBER	2	Son	07-Dec-2023	B
63	0	EMPLOYEE	28	JUNIOR OFFICER	29-Oct-1997	B
	1	FAMILY MEMBER	24	Wife	10-Oct-2002	B
	2	FAMILY MEMBER	2	Son	18-May-2024	B
64	0	EMPLOYEE	30	JUNIOR OFFICER	27-Jul-1996	B
65	0	EMPLOYEE	48	JUNIOR OFFICER	05-May-1978	B
	1	FAMILY MEMBER	38	Wife	02-Sep-1988	B
	2	FAMILY MEMBER	17	Son	27-Sep-2009	B
	3	FAMILY MEMBER	15	Son	28-Aug-2011	B
	4	FAMILY MEMBER	9	Son	14-Jul-2017	B
	5	FAMILY MEMBER	2	Son	12-Feb-2024	B
66	0	EMPLOYEE	44	JUNIOR OFFICER	25-Mar-1982	B
	1	FAMILY MEMBER	47	Wife	23-Sep-1979	B
	2	FAMILY MEMBER	14	Son	06-Mar-2012	B
	3	FAMILY MEMBER	12	Son	05-Sep-2014	B
	4	FAMILY MEMBER	6	Son	07-Dec-2019	B
67	0	EMPLOYEE	29	JUNIOR OFFICER	26-May-1997	B
	1	FAMILY MEMBER	22	Wife	26-Aug-2004	B
68	0	EMPLOYEE	35	JUNIOR OFFICER	13-Aug-1991	B
	1	FAMILY MEMBER	33	Wife	01-May-1993	B
	2	FAMILY MEMBER	7	Son	19-Nov-2018	B
	3	FAMILY MEMBER	6	Son	14-Mar-2020	B
	4	FAMILY MEMBER	4	Son	04-Apr-2022	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
69	0	EMPLOYEE	45	JUNIOR OFFICER	02-Sep-1981	B
	1	FAMILY MEMBER	38	Wife	07-Jan-1988	B
	2	FAMILY MEMBER	8	Son	06-Feb-2018	B
	3	FAMILY MEMBER	5	Son	05-Apr-2021	B
	4	FAMILY MEMBER	3	Son	20-Jul-2023	B
70	0	EMPLOYEE	26	JUNIOR OFFICER	21-Oct-2000	B
	1	FAMILY MEMBER	26	Wife	26-Feb-2000	B
71	0	EMPLOYEE	35	JUNIOR OFFICER	11-Aug-1991	B
	1	FAMILY MEMBER	30	Wife	13-Jan-1996	B
	2	FAMILY MEMBER	3	Daughter	06-Nov-2022	B
	3	FAMILY MEMBER	1	Son	23-Apr-2025	B
72	0	EMPLOYEE	31	JUNIOR OFFICER	02-Oct-1995	B
73	0	EMPLOYEE	46	OPERATOR/ASSISTANT	25-Dec-1979	B
	1	FAMILY MEMBER	42	Wife	28-Apr-1984	B
	2	FAMILY MEMBER	13	Son	15-Apr-2013	B
	3	FAMILY MEMBER	12	Daughter	01-Oct-2014	B
74	0	EMPLOYEE	32	OPERATOR/ASSISTANT	26-Jan-1994	B
	1	FAMILY MEMBER	31	Wife	10-Apr-1995	B
	2	FAMILY MEMBER	3	Daughter	23-May-2023	B
75	0	EMPLOYEE	43	OPERATOR/ASSISTANT	09-Sep-1983	B
	1	FAMILY MEMBER	32	Wife	06-Nov-1993	B
	2	FAMILY MEMBER	5	Son	17-Mar-2021	B
	3	FAMILY MEMBER	3	Son	21-Feb-2023	B
	4	FAMILY MEMBER	1	Son	26-Aug-2025	B
76	0	EMPLOYEE	47	OPERATOR/ASSISTANT	03-Oct-1979	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
	1	FAMILY MEMBER	44	Wife	09-Apr-1982	B
77	0	EMPLOYEE	33	OPERATOR/ASSISTANT	15-May-1993	B
	1	FAMILY MEMBER	30	Wife	09-Sep-1996	B
	2	FAMILY MEMBER	3	Son	26-Oct-2023	B
	3	FAMILY MEMBER	1	Son	11-Sep-2025	B
78	0	EMPLOYEE	34	OPERATOR/ASSISTANT	07-Jul-1992	B
	1	FAMILY MEMBER	30	Wife	07-May-1996	B
	2	FAMILY MEMBER	4	Son	07-Nov-2021	B
	3	FAMILY MEMBER	0	Daughter	27-Dec-2025	B
79	0	EMPLOYEE	31	OPERATOR/ASSISTANT	28-Dec-1994	B
	1	FAMILY MEMBER	29	Wife	30-Dec-1996	B
	2	FAMILY MEMBER	2	Daughter	22-Sep-2024	B
80	0	EMPLOYEE	51	OPERATOR/ASSISTANT	19-Jul-1975	B
	1	FAMILY MEMBER	46	Wife	01-Jul-1980	B
	2	FAMILY MEMBER	21	Son	01-Jul-2005	B
81	0	EMPLOYEE	43	OPERATOR/ASSISTANT	01-Jan-1983	B
	1	FAMILY MEMBER	26	Wife	07-Feb-2000	B
82	0	EMPLOYEE	39	OPERATOR/ASSISTANT	10-Mar-1987	B
	1	FAMILY MEMBER	31	Wife	01-Jul-1995	B
	2	FAMILY MEMBER	7	Daughter	06-Mar-2019	B
	3	FAMILY MEMBER	4	Daughter	07-Feb-2022	B
	4	FAMILY MEMBER	0	Son	12-Apr-2026	B
83	0	EMPLOYEE	30	OPERATOR/ASSISTANT	10-Aug-1996	B
84	0	EMPLOYEE	45	OPERATOR/ASSISTANT	05-Jun-1981	B
	1	FAMILY MEMBER	33	Wife	01-Mar-1993	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
85	0	EMPLOYEE	50	OPERATOR/ASSISTANT	15-Sep-1976	B
86	0	EMPLOYEE	43	OPERATOR/ASSISTANT	17-May-1983	B
	1	FAMILY MEMBER	40	Wife	01-Jan-1986	B
	2	FAMILY MEMBER	14	Son	10-Oct-2012	B
	3	FAMILY MEMBER	12	Son	31-May-2014	B
87	0	EMPLOYEE	28	OPERATOR/ASSISTANT	13-Dec-1997	B
	1	FAMILY MEMBER	26	Wife	29-Aug-2000	B
	2	FAMILY MEMBER	1	Son	21-Feb-2025	B
	3	FAMILY MEMBER	1	Daughter	21-Feb-2025	B
88	0	EMPLOYEE	32	OPERATOR/ASSISTANT	25-Nov-1993	B
	1	FAMILY MEMBER	33	Wife	13-Aug-1993	B
	2	FAMILY MEMBER	5	Son	16-Aug-2021	B
	3	FAMILY MEMBER	3	Son	22-Oct-2023	B
89	0	EMPLOYEE	35	OPERATOR/ASSISTANT	25-Feb-1991	B
	1	FAMILY MEMBER	39	Wife	09-Aug-1987	B
90	0	EMPLOYEE	41	OPERATOR/ASSISTANT	02-Aug-1985	B
	1	FAMILY MEMBER	32	Wife	10-Oct-1994	B
	2	FAMILY MEMBER	8	Son	12-Nov-2017	B
	3	FAMILY MEMBER	5	Son	29-Oct-2020	B
91	0	EMPLOYEE	29	OPERATOR/ASSISTANT	10-Jun-1997	B
92	0	EMPLOYEE	42	OPERATOR/ASSISTANT	11-Mar-1984	B
	1	FAMILY MEMBER	35	Wife	31-Oct-1990	B
	2	FAMILY MEMBER	10	Daughter	28-May-2016	B
	3	FAMILY MEMBER	7	Son	05-Jul-2019	B
	4	FAMILY MEMBER	5	Daughter	01-Feb-2021	B

S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
93	0	EMPLOYEE	39	OPERATOR/ASSISTANT	28-Sep-1987	B
	1	FAMILY MEMBER	38	Wife	01-Jul-1988	B
	2	FAMILY MEMBER	13	Daughter	17-Sep-2013	B
	3	FAMILY MEMBER	9	Son	03-Apr-2017	B
	4	FAMILY MEMBER	5	Son	13-Jul-2021	B
94	0	EMPLOYEE	42	OPERATOR/ASSISTANT	25-Mar-1984	B
	1	FAMILY MEMBER	34	Wife	08-Oct-1992	B
95	0	EMPLOYEE	35	OPERATOR/ASSISTANT	27-Mar-1991	B
	1	FAMILY MEMBER	37	Wife	12-Sep-1989	B
	2	FAMILY MEMBER	6	Daughter	01-Nov-2019	B
	3	FAMILY MEMBER	5	Son	06-Jun-2021	B
	4	FAMILY MEMBER	2	Son	17-Oct-2024	B
96	0	EMPLOYEE	25	OPERATOR/ASSISTANT	10-Apr-2001	B
97	0	EMPLOYEE	22	OPERATOR/ASSISTANT	13-Feb-2004	B
98	0	EMPLOYEE	22	OPERATOR/ASSISTANT	11-May-2004	B
	1	FAMILY MEMBER	28	Wife	03-Oct-1998	B
99	0	EMPLOYEE	30	OPERATOR/ASSISTANT	22-Mar-1996	B
	1	FAMILY MEMBER	33	Wife	22-May-1993	B
	2	FAMILY MEMBER	4	Daughter	01-Oct-2022	B
	3	FAMILY MEMBER	2	Son	14-Apr-2024	B
100	0	EMPLOYEE	24	OPERATOR/ASSISTANT	30-Aug-2002	B
101	0	EMPLOYEE	60	HELPER/SUPPORT STAFF	01-Jan-1966	B
	1	FAMILY MEMBER	55	Wife	01-Nov-1970	B
102	0	EMPLOYEE	62	HELPER/SUPPORT STAFF	15-Apr-1964	B
	1	FAMILY MEMBER	51	Wife	28-Jan-1975	B

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S #		Insured's Name	Age	Designation/Relation	Date of Birth	Plan
	2	FAMILY MEMBER	17	Daughter	08-Nov-2008	B
103	0	EMPLOYEE	60	HELPER/SUPPORT STAFF	01-Jan-1966	B
	1	FAMILY MEMBER	49	Wife	01-Jan-1977	B
	2	FAMILY MEMBER	29	Daughter	27-Mar-1997	B
	3	FAMILY MEMBER	18	Daughter	24-Oct-2008	B
104	0	EMPLOYEE	47	HELPER/SUPPORT STAFF	05-Jan-1979	B
	1	FAMILY MEMBER	44	Wife	28-Apr-1982	B
	2	FAMILY MEMBER	12	Son	22-Sep-2014	B
	3	FAMILY MEMBER	14	Daughter	20-Aug-2012	B
	4	FAMILY MEMBER	7	Daughter	14-Aug-2019	B
105	0	EMPLOYEE	49	HELPER/SUPPORT STAFF	01-Jan-1977	B
	1	FAMILY MEMBER	40	Wife	01-Jan-1986	B
	2	FAMILY MEMBER	14	Son	04-Feb-2012	B
	3	FAMILY MEMBER	11	Daughter	15-Nov-2014	B
	4	FAMILY MEMBER	10	Daughter	31-Dec-2015	B
	5	FAMILY MEMBER	9	Daughter	22-Apr-2017	B
	6	FAMILY MEMBER	4	Daughter	16-Dec-2021	B
106	0	EMPLOYEE	34	HELPER/SUPPORT STAFF	05-Feb-1992	B
	1	FAMILY MEMBER	26	Wife	27-Aug-2000	B
107	0	EMPLOYEE	47	HELPER/SUPPORT STAFF	07-Oct-1979	B
	1	FAMILY MEMBER	43	Wife	01-Jan-1983	B
	2	FAMILY MEMBER	21	Daughter	13-Feb-2005	B
	3	FAMILY MEMBER	20	Son	19-Aug-2006	B
	4	FAMILY MEMBER	14	Son	29-Nov-2011	B
	5	FAMILY MEMBER	11	Daughter	08-Apr-2015	B

		EMPLOYEES (SELF)	107
		SPOUSES (WIFE)	91
		SPOUSES (HUSBAND)	2
		CHILDREN (SON)	104
MALE	210	CHILDREN (DAUGHTER)	96
FEMALE	190		
TOTAL	**400**	**TOTAL NO. OF LIFE**	**400**

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

SECTION VI: STANDARD FORMS

Form 1: Form of Bid

Form 2: Price Schedules

Form 3: Form of Qualification Information

Form 4: Letter of Acceptance

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Form 1: Form of Bid

Date: _____

To: Gentlemen and/or Ladies:

Having examined the Bidding Documents including Addenda Nos: [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver [description of services] in conformity with the said Bidding Documents for the sum of [total Bid Amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We declare that our Bidding price did not involve agreements with other Bidders for the purpose of Bid suppression.

We confirm that, in case of any dispute, the Arbitrator shall be appointed in accordance with ITB Clause 40.1, BDS 40.1 and SCC 17.1.

We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a Performance Security (or Guarantee) in the form, in the amounts, and within the times specified in the Bidding Documents.

We declare that, as Bidder(s) we do not have conflict of interest with reference to ITB Clause 3.7.

We are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Pakistan under Pakistan's laws or official regulations.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 3 of the Bidding Documents

Dated this _____ day of_____20____ .

(Name)_____ [Signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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Form 2: Price Schedule

Name of Bidder ……..…. Tender Number: ……..….

Participants Benefit of GHFT (Schedule-A):

Contribution for Hospitalization - GHFT						
Age Band	Plan-A			Plan-B		
	A	B	C = A x B	A	B	C = A x B
	No. Of Insured	Contribution Per Person Inclusive all taxes (PKR)	Contribution Amount (PKR)	No. Of Insured	Contribution Per Person Inclusive all taxes (PKR)	Contribution Amount (PKR)
Sub Total:				Sub Total:		
Total Contribution of Hospitalization (Plan-A and Plan-B) - Schedule-A						

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Participants Benefit of GHFT (Schedule-B):

Contribution for Maternity - GHFT						
Age Band	Plan-A			Plan-B		
	A	B	C = A x B	A	B	C = A x B
	No. Of Insured	Contribution Per Person Inclusive all taxes (PKR)	Contribution Amount (PKR)	No. Of Insured	Contribution Per Person Inclusive all taxes (PKR)	Contribution Amount (PKR)
		Sub Total:			Sub Total:	
Total Contribution of Maternity (Plan-A and Plan-B) - Schedule-B						

GHFT - Grand Total for Hospitalization & Maternity (Schedule-A + Schedule-B)	

Name …….. in the capacity of ……. Signature of Bidder: …….. Duly authorized to sign the Bid for and on behalf of …… Dated on ……. day of ……. 20 ……

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Form 3: Form of Qualification Information

Sr. No.	Requirements	Supporting Evidence	Evidence attached (Yes / No)
1	Authorized by SECP to carry on Takaful business in Pakistan.	Certificate of authorization to carry on Takaful business as Takaful Operator or as Window Takaful Operator.	
2	Applicant must be a Shariah Compliant company.	i) Valid Shariah Compliance Certificate issued by Independent Reasonable Assurance Report. ii) Latest Shariah Review Report is issued by Shariah Advisor.	
3	Insurer Financial Strength (IFS) Rating by PACRA/ VIS must be "AA+" or Better.	Certificate/proof to be attached.	
4	Total Equity as per the latest Audited Financial Statements shall not be less than PKR **One billion.**	Attached latest Audited Financial Statements.	
5	The Applicant must be registered with Income Tax and Sales Tax Departments.	Certificate of registration with Income Tax & Sales Tax required.	
6	The Applicant must be on Active Tax Payer List maintained by FBR.	Verification shall be done using FBR Online Verification (Copy required).	
7	The Applicant must have the minimum (5) years of experience in providing similar services.	Certificate of incorporation and Minimum 5 Orders/Copies of Contracts or Service orders issued by clients (One of them should be 5 year earlier).	
8	A signed and stamped undertaking is required by the applicants that their supply/services completely complies with all the requirements mentioned in the Schedule of Requirement.	Signed and stamped on Form of Bid.	
9	The Applicant must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations.	Applicant Declaration on stamp paper required	

We, the undersigned declare that the information contained in and attached to this form is true and accurate as of the date of bid submission

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Form 4: Letter of Acceptance

[Letter head paper of the Procuring Agency]

Date: _____ [dd/mm/yyyy]

To: [name and address of the Supplier]

This is to notify you that your Bid dated [date] for execution of the [name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm that, in case of any dispute, the Arbitrator shall be appointed in accordance with ITB 40.1, BDS 40.1 and SCC 17.1.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Copy: Supplier

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