



ICMA

Pakistan

TENDER DOCUMENTS
for Pre-qualification of Organization / Companies for
Group Life Insurance Policy
for Members
FOR THE FISCAL YEAR 2017-18
TECHNICAL BID FORM

Organization / Companies : _____

Address : _____

Contact No. : _____

Advertisement Ref. : _____

Received by : _____

Issued on : _____

Issued by (Institute's Officer) : _____

For Information, Issuance and Submission of EOI, please contact as follows:

Director Administration & HR

Institute of Cost and Management Accountants of Pakistan
ICMA Pakistan's Building, ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi.
Tel: (92-21) 99243900; Fax: (92-21) 99243342 Email: admin@icmap.com.pk
www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought through personal or email.
- 2) Deadline of submission of Technical & Financial Documents is September 29, 2017 at 11:00 am and tender will be open on the same day & date at 11:30 am.

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Introduction about ICMA Pakistan

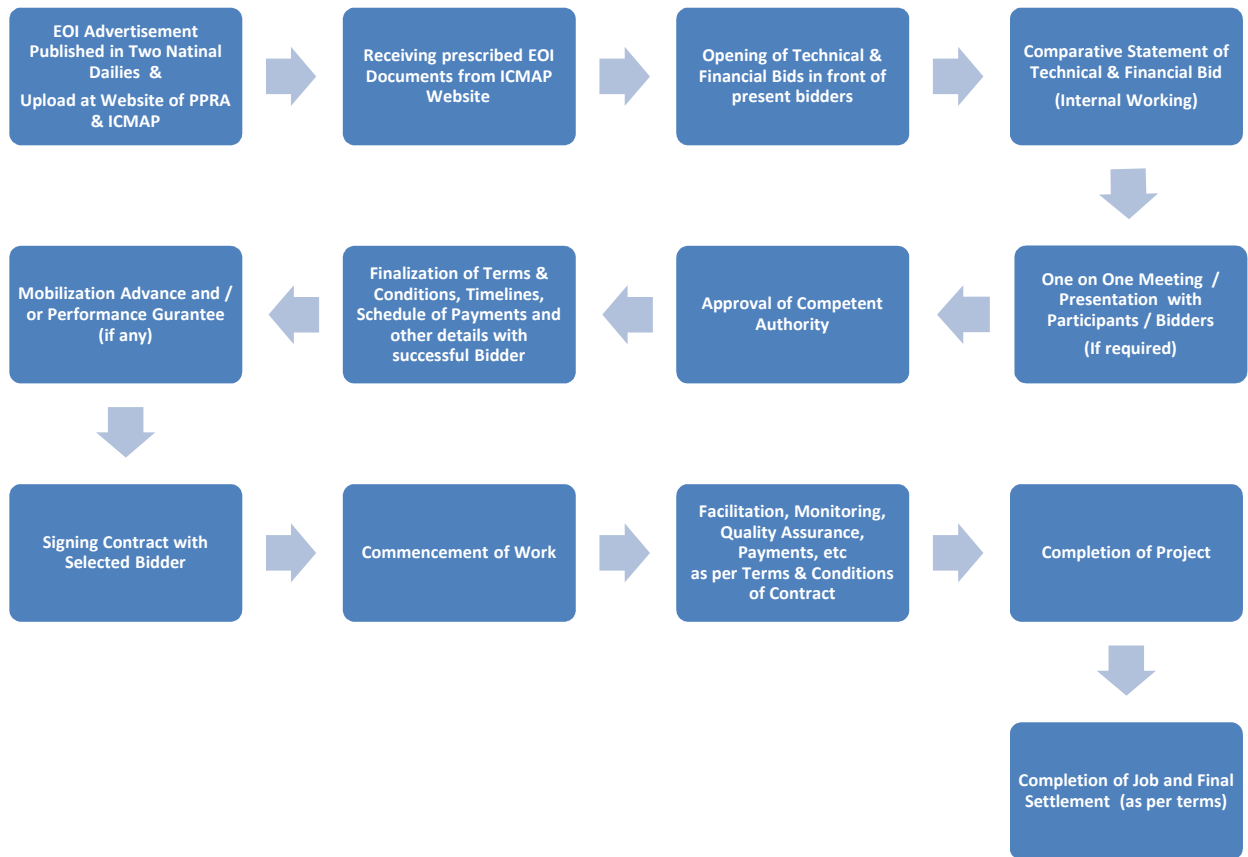
ICMA Pakistan is a professional not-for-profit accounting Institution. Realizing the need, the profession of Management Accounting came into existence in Pakistan with the establishment of the Pakistan Institute of Industrial Accountants in 1951 by a legend Finance professional, Mr. Muhammad Shoaib, who also served Finance Minister of the country and senior position at World Bank. The Institute was, later, named as the “Institute of Cost and Management Accountants of Pakistan” and now commonly known with its acronym, “ICMA Pakistan”. It was established in 1951 and was given statutory status vide Cost and Management Accountants Act, 1966 being the only Institute to regulate and promote the profession of Management Accounting in Pakistan and to deliver education and confer certification.

It, currently, has more than 5,000 members within Pakistan and 43 countries abroad serving in more than 100 sectors on the senior management positions such as Chairmen, CEOs, CFO, MDs, Directors, GMs etc. The Institute has sizeable strength of students i.e., approx. 15,000 which is increasing gradually. The Institute has its major centers at Karachi, Lahore, Islamabad, Multan & Faisalabad whereas it has more than 15 authorized education centers and registered education providers.

For last 61 years, the Institute is playing a vital role in sustainable growth of industrialization and economy of the country by virtue of professional qualification and multidimensional experience of Management Accountant qualified from this Institute. They have excelled in almost all phases of business, finance, accounting and industrial operations. Today, Management Accountants, being key member of top management and decision making team, help organizations to take appropriate decisions for the business prosperity and growth.

In view of above, the Institute seeks **“Expression of Interest”** from reputed companies / organizations for **Group Life Insurance Policy for Members** at ICMA Pakistan’s Nation-wide campuses as per requirements given in this document.

Evaluation & Process Flow



Evaluation Weightage

- **Technical** : **50%**
- **Financial** : **50%**

Brief Introduction of the Organization / Firm

Sr.	Factors	Description
1	Name of the Organization / Firm	:
2	Date of Establishment	:
3	Corporate Status	:
4	Owner / Proprietor / MD / CE Name	:
5	CNIC No.	:
6	Mailing Address	:
7	Contact No(s).	:
8	Cell No(s).	:
9	Fax No(s).	:
10	Email Address	:
11	NTN No.	:
12	G.S.T No.	:
13	Bank Name & Account No. (for which statement is enclosed)	:
14	Attachments:	<ul style="list-style-type: none"> a) Attested copy of valid NTN & G.S.T Certificate; b) Affidavit that company had never been black-listed; c) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness' certificate d) List of Clients with contact person (regular and occasional)

Company's Stamp

Signature

Technical Evaluation Criteria for Group Life Insurance for Member

S. #	Description	Criteria	Marks Break Up	Marks Obtained
1	Date of Incorporation of the Company (Letter of Incorporation, Company Registration, Letter of Declaration)	Above 10 Years	10	Annex-A
		Above 5 Years	7	
		Below 5 Years	0	
2	Total Numbers of Branches in all provinces (Including, Khi, Hyd, Quetta, Mul, Lhr, Fais, Rwl, Isb Complete Address, Landline Numbers, Cell Nos., etc.)	50 and above	10	Annex-B
		10 and above	7	
		Below 10	0	
3	Renowned Companies on Clientele List (Attach Details of Company, Contact Persons, Contact details, etc.)	120 and above	10	Annex-C
		100 and above	7	
		Below 100	0	
4	Number of Persons on the Payroll of the Company (Attach Details of Employees)	400 and above	10	Annex-D
		300 – 500	7	
		100 - 300	5	
		Below 100	0	
5	Gross Premium in 2015 (Attach Details)	5 Billion and above	10	Annex-E
		4 Billion and above	7	
		3 Billion and above	5	
		Below 2 Billion	0	
6	Total Gross Premium – Last 3 Years (Attach Details)	25 Billion and above	10	Annex-F
		20 Billion and above	7	
		15 Billion and above	5	
		Below 10 Billion	0	
7	Total Assets as on Dec' 2015 (Attach Details)	5 Billion and above	10	Annex-G
		4 Billion and above	8	
		3 Billion and above	5	
		Below 2 Billion	0	
8	Experience in Educational Sector	Above 10 Years	10	Annex – H
		7- 10 Years	7	
		4- 7 Years	5	
		Below 4	0	
9	Issued, Subscribed & Paid up Share Capital	Less than Rs. 300 Million	5	Annex-I
		Rs. 200 Million to Rs. 100 Million	7	
		Above Rs. 1,000 Million	10	
10	PACRA	10	AAA	
		8	AA	
		5	A	
11	Minimum Life Fund (Under Insurance Portfolio)	Less than Rs. 5 Billion	5	
		Rs.5 Billion to 10 Billion	8	
		Above Rs. 10 Billion	10	
10	JCR - VIS	10	AAA	
		8	AA	
		5	A	

Company's Stamp

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List of major Projects Completed – In last 5 years

Sr.	Clients / Organization	Descriptive Nature of Consultancy	Place / City	Overall Approx. Cost of Project	Duration	Completion Year

Use extra sheet in the same format if required.

Company's Stamp	Signature



List of major Clients with Contact Person

Sr.	Clients / Organization Served	Concerned Officer(s) of Client / Organization	Contact / Cell No.	Email

Use extra sheet in the same format if required.

Company's Stamp	Signature



Details of Technical Staff

Sr.	Name	Designation	Area of Experience	Qualification	Years of Experience

Use extra sheet in the same format if required.

Company's Stamp		Signature

List of major Banks with Contact Person

Sr.	Name of Bank	Branch	City	Operational Duration

Use extra sheet in the same format if required.

Company's Stamp	Signature

Technical Pre-Qualification Requirements:

1. The details should be enclosed separately documents / Annexure;
2. The Insurance Company should be able to provide services nation-wide;
3. The Insurance Company should have minimum **5 years experiences** in Group Life Insurance services;

Other Terms

4. The technical pre-qualification will be based on company's strength, financial stability, clientele, stature of clients, experience with ICMA Pakistan (if any), support, staff strength including technical, etc.
5. All participants of the tender will be required to submit **3% earnest money** as security deposit to be refunded in case of non-qualification;
6. Tenders should be submitted on ICMA Pakistan's prescribed format with stamp of the organization otherwise these will be rejected;
7. To participate in the tender, it is necessary to meet above technical pre-qualification requirements;
8. The participants must submit valid NTN & G.S.T Certificate, affidavit that the company has never been black-listed, last 6-month bank statement, list of clients with contact numbers;
9. Quotation / rates should be valid for three months from the date of opening of quotation;
10. The rates should include Income tax & G.S.T only;
11. The payment will be made within **25 days** after submission of invoice and receiving satisfaction certificate;
12. The services will be started within a day as mentioned in contract / Work Order / Agreement;
13. Incomplete bid / proposal or those received after deadline date and time will not be entertained;
14. In case of Tax exemption, tax exemption certificate will be required along with Invoice;
15. The sealed quotations should be submitted not later than **11:00 a.m. on September 29, 2017** to **Director Administration & HR**, ICMA Pakistan, Head Office Building, ST-18/C, ICMAP Avenue, Block – 6, Gulshan-e-Iqbal, Karachi;
16. The Tenders / Bids will be opened on **September 29 2017 at 11:30 a.m. as per timings prescribed in the tender advertisement** in the presence of bidders;
17. ICMA Pakistan reserves the rights to accept or reject any tender without assigning any reason;

Company's Stamp

Signature



ICMA
Pakistan

TENDER DOCUMENTS
for Pre-qualification of Organization / Companies for
Group Life Insurance Policy
for Member
FOR THE FISCAL YEAR 2018-17
FINANCIAL BID FORM

Organization / Companies : _____
Address : _____
Contact No. : _____
Advertisement Ref. : _____
Received by : _____
Issued on : _____
Issued by (Institute's Officer) : _____

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Institute of Cost and Management Accountants of Pakistan
Administration Department

Financial Bid Form

Tender No.: ICMAP/ADMIN/HO/09/2017/4032

Issued to : _____
Advertisement Reference : _____
Issued on : _____ Issued by : _____

Director

Administration & HR Department,
ICMAP Head Office,
Karachi.

Number of Members to be covered are 2758 for the following

SR. #	Description	Sum Assured	Unit Rates	Amount in Rs.
01.	Death Benefit (Natural) – (up-to 68th birthday)	Rs. 1,500,000/-		
02.	Death Benefit (Accidental) – (up-to 68th birthday)			
03.	Additional Accident Death Benefit (ADB) – (up-to 68th birthday)			
04.	Accidental Disability Benefit: Permanent Total Disability (Own and Similar Occupation) – (TPDA Own) – (up-to 68th birthday)			
05.	Terminal Illness Benefit			
	Total Annual Premium for all Coverage			

Special Note:

- Bid(s) would be finalized after evaluation of “**Technical & Financial**” proposals as per Evaluation Weightage on page # 4;
- ICMAP may reject all bids or proposals at any time prior to acceptance of bid or proposal. (Ref. PPRA Rule # 33);
- Please specify terms and conditions, if any.

Company's Stamp

Signature