



**DOW UNIVERSITY OF HEALTH SCIENCES
KARACHI**

*Baba-e-Urdu Road,
Karachi-74200
Ph: (92-21) 99215754-7 Fax: (92-21) 99215763
www.duhs.edu.pk*

BIDDING DOCUMENT

IFB NO: DUHS/REG/2017/03-192

DATED: 07-03-2017

**PROVISION OF HEALTH INSURANCE
SERVICES**

Tender Fees: Rs. 2,000/- (Non-Refundable)

Closing Date: 22-03-2017 @ 11:30 a.m.
Opening Date: 22-03-2017 @ 12:00 noon.
Opening Venue: Office of the Acting Registrar, 4th Floor, Admin
Block, Dow University of Health Sciences, Baba-e-
Urdu Road, Karachi -74200.



1. INTROUCTION

- **DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI** invites sealed Bids under Single Stage Two Envelope Bids under SPPRA Rules 2010 (Amended 2013) for the provision Health Insurance services to its employees and their dependent families from SECP approved Insurance Companies rendering Health Insurance services.

2. DESCRIPTION OF SERVICES / SCOPE OF WORK

- 2.1 The scope of services will be based on the following benefits:-
- In-Patient Treatment (Hospitalization) and /or Day Care Treatment.
 - Maternity Care
 - Reimbursement of Out-Patient Treatment.
 - Other Medical Services / Facilities
- 2.2 DUHS Employees and their dependents will be covered under the following policies:-
- 2.2.1 **PREMIUM POLICY**
- For Hospitalization of Employees and their dependent spouses, children & Parents.
 - Out-Patient reimbursement for Employees and their dependent Spouses, Children and Parents.
- 2.2.2 **DOW ASO POOL POLICY**
- For Hospitalization of Employees covered in Dow Pool Policy and their dependent spouses, children & Parents.
 - Out-Patient reimbursement for Employees and their dependent Spouses, Children and Parents. **ASO Pool of Rs.1,225,000/- (Initial Pool).**



3. BENEFIT STRUCTURE & SERVICES REQUIRED

3.1 The benefits plan of DUHS for **Premium Policy** is as under:-

Sr. #	Benefits / Coverage	Categories and Annual Entitlements in Rs.			
		A	B	C	D
1	Hospitalization Coverage: Total Hospital, Surgical & Misc. Expenses inclusive of Daily Room Rent Charges. Per life per Annum	715,000	550,000	375,000	275,000
2	Hospital Accommodation & Board: Ward/Room, ICU, CCU, HDU & SCU.	34,630	15,330	6,300	4,500
3	Maternity Care: Normal Delivery & Miscarriage	80,000	50,000	40,000	30,000
	Caesarean Section	130,000	75,000	65,000	50,000
4	Out-Patient Reimbursement: Per Family per Annum	50,000	30,000	20,000	15,000

3.2 The benefits plan of DUHS for its **Dow ASO Pool Policy** is as under:-

Sr. #	Benefits / Coverage	Categories and Annual Entitlements in Rs.			
		A	B	C	D
1	Hospitalization Coverage: Total Hospital, Surgical & Misc. Expenses inclusive of Daily Room Rent Charges. Per life per Annum	715,000	550,000	375,000	275,000
2	Hospital Accommodation & Board: Ward/Room, ICU, CCU, HDU & SCU.	34,630	15,330	6,300	4,500
3	Maternity Care: Normal Delivery & Miscarriage	80,000	50,000	40,000	30,000
	Caesarean Section	130,000	75,000	65,000	50,000
4	Out-Patient Reimbursement: Per Family per Annum	50,000	35,000	20,000	15,000



- 3.4. Eligible Medical Expenses to be covered from **ANNUAL HOSPITALIZATION LIMITS** shall include Hospitalization & Day Care Treatment as Follows (For Premium & Dow ASO Pool Policies).

HOSPITALIZATION	DAY CARE
<ul style="list-style-type: none"> • Daily Room & Board Charges • In-Hospital Consultation Charges • Surgical Fee • Diagnostic Investigations • OT Charges • Blood & Oxygen Supplies • ICU/CCU/SCU/HDU Charges • Organ Transplant • Local Ambulance Charges • Burns • Stroke/CVA • Pre & Post Hospitalization including OPD, Medicines, Consultation & Diagnostic Tests before & after (30 Days.) • Angioplasty / By-Pass Surgery • Thyroid Dichotomy • Miscellaneous Hospital Services and Supplies • Emergency Room Treatment leading to Hospitalization. • Other Operative Procedures. 	<ul style="list-style-type: none"> • Lithotripsy • Endoscopy • Excision Biopsy • Gastroscopy • Partial Mastectomy • Tonsillectomy / Adenoidectomy • Veins / Varicose • Non-Malignant Tumors/Abscess • Cholecystectomy • Herniorrhaphy • Appendectomy • Cataract Surgery • Angiography • MRI • CT Scan • Thallium Scan • Kidney Dialysis • Treatment of Cancer (including Chemotherapy with pre & post cover) upto full Hospitalization Limits.

HOSPITALIZATION	DAY CARE
<ul style="list-style-type: none"> • Congenital Birth Defects will be fully covered. • Psychiatric Treatments • Maternity related complications. • Enhancement of Hospitalization Limit in case of Accidental Injuries. (50% of available limit). • Declared / Undeclared Pre-Existing Conditions will be fully covered. • Executive Medical Checkups Once a year for Employees of 40 Years of age & above. 	<ul style="list-style-type: none"> • Treatment of Hepatitis A B & C such as Inj. Interferon Therapy / Tab. Sovaldi or equivalent alongwith all combination Therapy, consultation & Lab Tests such as PCR / LFT upto Hospitalization Limits. • Treatment of all injuries / fractures & lacerated wounds (out-patient within 24 hours). Accidental Dental Treatment (Out-Patient within 48 Hours for Pain relief only). • Other Operative Procedures.



- 3.5. Medical Expenses relating to **PAIN MANAGEMENT / EMERGENCY ROOM TREATMENT NOT LEADING TO HOSPITALIZATION** to be covered from **ANNUAL HOSPITALIZATION LIMITS** on Re-imbursement Basis as per the following Slabs:-

TREATMENT	REIMBURSEMENT LIMIT
• ER management of Renal or Biliary Colic requiring injectable analgesics	Upto Rs. 5,000/-
• IV treatment in ER for dehydration cases due to gastroenteritis	Upto Rs. 5,000/-
• ER Management of High Grade Fever requiring IV antibiotics & antipyretics	Upto Rs. 5,000/-
• ER Management of Chest Pain	Upto Rs. 5,000/-
• Severe Skin eruptions due to lacerations requiring stitching or dressing	Upto Rs. 5,000/-
• ER Management of Acute Bronchial Asthma	Upto Rs. 5,000/-
• ER Management of Epileptic Fits	Upto Rs. 10,000/-
• POPs for fractures in ER	Upto Rs. 10,000/-
• ER management of Hyperglycemia and Hypertension	Upto Rs. 10,000/-
• ER treatment / gastric lavage of accidental cases of over-dosage / poisoning especially among children	Upto Rs. 10,000/-
• ER observation for Head Injury cases	Upto Rs. 15,000/-
• ER management of upper GI bleeds	Upto Rs. 15,000/-

- 3.6 Eligible Medical Expenses to be covered from Annual **MATERNITY CARE LIMITS** shall include Hospitalization & Day Care Treatment as Follows: (For Premium & Dow ASO Pool Policies).

MATERNITY CARE
<ul style="list-style-type: none"> • Follow-up visits of patients during or after pregnancy. • Normal/Caesarean/Multiple Births/Force Delivery. • Pre & Post Natal Expenses, • Obstetricians Fee for Delivery & Consultation during Hospitalization. • Coverage of Congenital Birth Defects. • New Born Babies are to be covered from very 1st day of Birth • New Born Babies Nursery Care Charges including incubator facility. • Miscarriage resulting into D&C or D&E. • Midwife Charges if delivery takes place at home. • Operation Theatre /Physician's /Surgeon's Charges • Prescribed Medical Supplies & Services during Hospitalization. • Anesthesia Charges. • Circumcision Charges of Newborn Baby Boys. • Declared / Undeclared Pre-Existing Conditions will be fully covered.



- 3.7 Eligible Medical Expenses to be covered from Annual **OUT-PATIENT REIMBURSEMENT LIMITS** shall include Hospitalization & Day Care Treatment as Follows: (For Premium & Dow ASO Pool Policies).

OUT-PATIENT REIMBURSEMENT	
<ul style="list-style-type: none"> • Physician's or Consultant's Fee • Prescribed Medicines • Prescribed Diagnostics Tests • Psychiatric Treatment • Declared / Undeclared Pre-Existing Conditions will be fully covered. • Vaccinations. • Pathology, Radiology and Diagnostic Tests, X-rays & Ultrasounds. 	<ul style="list-style-type: none"> • Dental Treatment including Extractions Teeth, Root Canalizing or Capping or Similar Treatment. • Accident Related Dental Treatment. • Wellness Mammogram, PAP Smear, Prostate Cancer Screening or Colon Cancer Screening. • Costs for Treatment by Therapists and Complementary Medicine Practitioners. • Homeopathic Treatment.

4. ELIGIBILITY CRITERIA FOR INSURED PERSONS

- Male & Female Employees covered with no age restrictions.
- Dependent Spouse(s) covered. Maternity upto 50 years of age.
- Dependent Son(s) covered upto 25 years of age.
- Dependent Daughter(s) covered till marriage.
- Parents covered with no age restrictions.

5. ELIGIBILITY CRITERIA FOR BIDDERS / INSURER

- Bidders incorporated & based in Pakistan & registered with SECP in rendering Health Insurance Services.
- Bidders with Valid Registration with Income Tax & Sales Tax Authorities (NTN, FBR & SRB).
- Bidders must submit an Affidavit on Legal Stamp paper from the CEO or CFO of the company that they are not notified as Black-Listed by the Government.
- Only those Bids meeting the above Eligibility Criteria will be evaluated further. Bids not meeting the above Eligibility Criteria will not be considered and rejected.



6. INSTRUCTIONS TO BIDDERS – TERMS & CONDITIONS

6.1 BIDDING PROCEDURE

- The DUHS would adopt the **Single Stage – Two Envelope Bidding Procedure** as per SPPRA Rules 2010 (Amended 2013).

6.2 BID CURRENCY:

- Currency of Bids shall be Pakistani Rupees.
- The Rates should include all applicable taxes including Income Tax & GST etc, if any.

6.3 BID VALIDITY:

- Bids with Validity Period of 90 days shall be submitted. The bids without or less than 90 days Validity will not be considered and rejected.

6.4 BID SECURITY:

- The bids should be accompanied with **Bid Security not less than 03%** of the total Bid in shape of Pay Order / Call Deposit or Bank guarantee in favor of "Dow University of Health Sciences, Karachi". Bids without or less than 03% Bid Security will not be considered and rejected.
- The Bid Security shall be attached with the Financial Proposal. Photocopy of the Bid Security shall be attached with the Technical Proposal after hiding the amount.

6.5 BID LANGUAGE:

- The language of the Bids shall be English.
- Proposals should be submitted with stamp(s) of the Organization/Company, otherwise bid(s) will be deemed un-responsive and rejected.
- Bids with any cutting, overwriting and hand written bids will be deemed un-responsive and will be rejected.



6.6 **SUBMISSION OF BIDS :**

- All bids must be submitted / delivered to the Office of the Acting Registrar, 4th Floor, Admin Block, Dow University of Health Sciences, Baba-e-Urdu Road, Karachi on or before the prescribed deadline of 11:30 a.m. on 22-03-2017. Any bids submitted after the prescribed deadline will be rejected & returned unopened to the bidder.
- Two Separate sealed envelopes each for Technical and Financial proposal shall be submitted in one large sealed envelope marked as “Bids for Health Insurance Services for DUHS”. Envelopes shall also bear the words “Confidential” and “Technical Proposal” / “Financial Proposal” for the respective bid.

6.7 **OPENING OF BIDS:**

- The bids will be opened by the Procurement Committee on the same day i.e. 22-03-2017 at 12:00 Noon at the Office of the Acting Registrar, Dow University of Health Sciences, 4th Floor, Admin Block, Baba-e-Urdu Road, Karachi in the presence of bidders who wish to attend.
- First only Technical Proposals shall be opened & evaluated by the Procurement Committee according to the prescribed evaluation criteria.
- Financial Proposals of only those bidders will be opened who score atleast 70% marks in the Technical Evaluation at a later date communicated to the technically qualified Bidders.
- In case of any unforeseen situation or Government Holiday resulting in closure of Office on bid opening date, the bids shall be submitted / opened on the next working day at the same time and venue.

6.8 **CANCELLATION OF BIDS & REISSUANCE OF TENDERS:**

- The DUHS reserves the right to cancel the Bidding Process or reject any or all the Bids prior to acceptance subject to the relevant provisions of SPPRA Rules 2010 (Amended 2013).



6.9 **ACCEPTANCE OF TERMS & CONDITIONS :**

- An Affidavit on Legal Paper confirming the acceptance of the Terms and Conditions of this Bidding Document must be provided with the Bid. Performa attached at Annexure - A.

7. IMPORTANT NOTES

- All details/supporting documents must be attached and duly stamped and signed by the Authorized Person otherwise no marks will be awarded & the bids may be ignored.
- Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will not be considered and will be rejected.
- Bids without undertakings, valid documentary evidence, supporting documents and the manner of the various requirements mentioned in the Bidding Documents or tests certificates are liable to be rejected.
- Any oral communication from or with the authorized person(s) will be considered as un-official and non-binding on the DUHS. The bidders should rely only on written statements exchanges with the authorities within DUHS.
- The Bidders may be called for presentations.



8. TECHNICAL PROPOSAL / EVALUATION CRITERIA

SR #	DESCRIPTIONS	BENCHMARKS	TOTAL MARKS (100)	
			BREAK UP	AWARDED
1	NTN Certificate GST Registration SRB Registration SECP Registration (Attach photocopies)	Attached / Valid Not attached/ invalid	10 0	
2	Number of Years in the Business of providing Health Insurance Services. (Provide credible documentary evidence)	10 Years 07 Years 05 Years	10 7 5	
3	Total Number of Corporate Clients receiving Health Insurance Services. (Provide credible documentary evidence)	50 and above 30-49 10-29	10 7 5	
4	Total Number of Panel Hospitals under credit facility in Pakistan. (Provide credible documentary evidence)	100 and above 80-99 50-79	10 7 5	
5	Total Number of Branch Offices in Karachi. (Provide credible documentary evidence)	20 and above 10-19 Below 10	10 7 5	
6	Medial Call Center / 24/7 Helpline (Provide credible documentary evidence)	Yes No	10 0	
7	Number of Full-Time Doctors for Case Management in Medical & Claims Dept. (Provide details duly signed by authorized person)	5 and above 3-4 Below 3	10 7 5	
8	Total Assets as on 31 st December 2016. (Attach accounts for 31 st December 2016)	03 Billion & above 02 Billion & above 01 Billion & above	10 7 5	
9	Equity / Net Worth of the Company as on 31 st December 2016. (Provide credible documentary evidence)	500 Million & above 499-400 Million 300 – 399 Million	10 7 5	
10	PACRA/JCR-VIS Rating	AAA AA A	10 7 5	

- Minimum 70 Marks required to Technically Qualify.
- Financial Proposals of only those bidders will be opened who score atleast 70% marks in the Technical Evaluation.
- Non Provision of required documents will result in awarding 0 marks.



9. FINANCIAL PROPOSAL

- To be submitted on Official Company Letterhead duly Signed & Stamp

PRICE SCHEDULE

SR.#	DESCRIPTIONS	PREMIUM RATES (in PKR)
1.	Hospitalization Premium	
2.	Maternity Premium	
3.	Out-Patient Premium	
4.	Admin Charges	
5.	Stamp Duty	
6.	Any Other Charges	
7.	Dow ASO IPD Pool	
8.	ASO Charges on Pool	
9.	Admin Charges	
10.	Stamp Duty	
11.	Any Other Charges	
Total Premium / Bid		

Signature: _____
 Name: _____
 CNIC: _____
 Designation: _____
 Company: _____
 Stamp: _____
 Date: _____



BREAKUP OF QUOTED PREMIUM

- To be submitted on Official Company Letterhead duly Signed & Stamp.

S. NO	CATEGORY	AGE GROUP	YEARLY PREMIUM
A	B	C	D
01	Male Employee	18-25	
02	Male Employee	26-35	
03	Male Employee	36-45	
04	Male Employee	46-55	
05	Male Employee	56-60	
06	Male Employee	Above 60	
07	Female Employee	18-25	
08	Female Employee	26-35	
09	Female Employee	36-45	
10	Female Employee	46-55	
11	Female Employee	56-60	
12	Female Employee	Above 60	
13	Male Spouse	18-25	
14	Male Spouse	26-35	
15	Male Spouse	36-45	
16	Male Spouse	46-55	
17	Male Spouse	56-60	
18	Male Spouse	Above 60	
19	Female Spouse	18-25	
20	Female Spouse	26-35	
21	Female Spouse	36-45	
22	Female Spouse	46-55	
23	Female Spouse	56-60	
24	Female Spouse	Above 60	
25	Sons & Daughters	18 or Below	
26	Sons & Daughters	25 & Above	
27	Parents	60 or Below	
28	Parents	Above 60	
29	TOTAL		

Signature: _____

Name: _____

CNIC: _____

Designation: _____

Company: _____

Stamp: _____

Date: _____



10. AWARD OF CONTRACT.

- The Bidder/Firm who complies the eligibility criteria, obtain qualifying marks of 70% or more in the Technical Proposal and quotes the lowest bid will be declared the lowest evaluated bidder and will be awarded the Contract.
- The Bidder/Firm whose bid is accepted shall have to sign a written Contract with the DUHS on the judicial stamp paper amounting to Rs. 500/- (Rs. Five Hundred Only). The Bidder/Firm shall pay the Service Charges as per the Article 22-A (Contract) of the schedule of Stamp Act 1899.

11. DURATION OF CONTRACT

- The Agreement shall be for the duration of One (01) Year from the effective date which may further be extended for an additional term subject to the terms of the Services Agreement.

12. PAYMENTS

- The DUHS shall bear the cost of Premium on Quarterly Basis subject to the provision of Performance Security, Quarterly Invoices alongwith the Patient Utilization Reports.

13. PROFIT SHARING

- Any Profit / Premium left at the end of the Contract Agreement will be shared on 50:50 basis after deducting the Admin Charges.
- Any Pool Amount (i.e. Parents Pool or Dow ASO Pool) left at the end of the Contract Agreement will be fully refunded (100%) to DUHS.

14. GRIEVANCES & DISPUTE SETTLEMENTS

- Redressal of Grievances and Settlement of Disputes will be done as per SPPRA Rules 2010 (Amended 2013).



15. CANCELLATION / TERMINATION OF CONTRACT AGREEMENT

- If the Bidder/Firm fails to carry out an obligation or fails to comply with agreed terms, the DUHS through notice(s) may require the Firm for making good and for remedying it within a reasonably specified time.
- The DUHS shall be entitled to terminate the Contract if the Firm abandons the Contract or otherwise clearly demonstrates the intention not to continue performance of its obligations thereunder.
- The DUHS shall be entitled to terminate the Contract if the Firm repeatedly fails in remedying defects pointed out in writing.
- The DUHS shall be entitled to terminate the Contract if the Firm becomes bankrupt or insolvent, goes into liquidation (other than the purposes of solvent reconstruction or amalgamation) or administration order has been passed against it.

16. PERFORMANCE SECURITY

- The successful Bidder shall furnish Performance Security for a sum equivalent to Seven percent (07%) of the Total Bid Price in Pak. Rupees in the form of Bank Guarantee / Pay Order or Demand Draft within the number of days as mentioned in the Letter of Acceptance from the DUHS and shall be valid for at least Ninety (90) Days beyond the date of completion / expiry of the Contract.
- The proceeds of the Performance Security shall be payable to the DUHS on the occurrence of any / all of the conditions set out in the Services Agreement or if the Bidder / Firm commit a default under the Contract.

17. FORFEITURE OF PERFORMANCE SECURITY

- If the Contractor fails / delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the contract/ commits breach of any of the terms and conditions of the Contract, the DUHS may, without prejudice to any other right of action / remedy it may have, forfeit performance security of the contractor. Failure to provide required services within the specified time period, performance security amount will be forfeited and the Company will not be allowed to participate in future tenders.



18. DETAILS OF LIVES TO BE INSURED

- Tentative Number of Employees and their Dependents to be covered for different policies is as under.
- **The DUHS reserves the right to increase / delete the number of lives to be covered on the same rates and terms and condition of the Contract Agreement.**

18.1 Number of Lives to be covered under the **Premium Policy:-**

Category	Employees		Spouses		Children		Parents		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
A	33	18	12	28	46	48	14	20	219
B	251	196	123	196	358	336	199	275	1934
C	547	382	167	363	470	437	474	601	3441
D	1080	151	64	693	874	920	524	738	5044
Total	1911	747	366	1280	1748	1741	1211	1634	10638

18.2 Number of Lives to be covered under the **Dow ASO Pool Policy:-**

Category	Employees		Spouses		Children		Parents		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
A	5	1	0	5	6	7	1	2	27
B	6	0	0	6	7	7	0	2	28
C	0	0	0	0	0	0	0	0	0
D	0	0	0	0	0	0	0	0	0
Total	11	1	0	11	13	14	1	4	55

- The detailed lists of above insured can be downloaded from www.duhs.edu.pk.



19. SOME TERMS & CONDITIONS OF SERVICE AGREEMENT

- 19.1 All the Health Insurance Cards shall be provided by the Insurance Company within 15 days of award of contract. All the Health Insurance Cards in case of new Employees or Addition /Deletion / Plan Revision Correction cases shall be provided by the Insurance Company within 10 days from the submission of intimation.
- 19.2 Premium for New lives to be Added / Deleted or Plan Revise shall on the same rates as per Premium Rates quoted in the Bid.
- 19.3 Bidder must provide Hotline numbers of the Company's Representatives / Focal Person (s) in order to facilitate and provide necessary information to the patients in case of Hospitalization in Panel Hospitals.
- 19.4 Approval / Authorization of Hospitalization shall be provided to the Hospital / Patient in not more than 02 Days. All intimations of Approvals / Regrets must also be furnished to the Dow University of Health Sciences through email.
- 19.5 All the IPD and OPD Reimbursement Claims would be paid within 10 days from the date of submission of claims.
- 19.6 In case of IPD / Maternity Reimbursement Claim of a Non-Panel Hospital, a deduction of not more than 10% of the Total Claim may be made. This shall be waived if the treatment is unavailable at a Panel Hospital or is some Special or peculiar circumstances.
- 19.7 In case of return or withholding of Claim for Reimbursement, a formal intimation by letter or email would be required by the Insurance Company describing the reason for return or withholding.
- 19.8 If an Employee / Patient wishes not to disclose certain personal information such as Investigations Reports, the requirement in Reimbursement Cases shall be waived upon the request of the Employee / Patient.
- 19.9 Requirement of Prescriptions shall be waived in case the Employee / Patient is a Doctor/ Medical Practitioner upon request.
- 19.10 All the Health Insurance Cards must bear the DUHS Employee ID and Name of Institute / Department, provided in the list as and when the contract is awarded.
- 9.11 The Bidder will provide the Claims Utilization Report for Hospitalization and Reimbursement on Quarterly Basis.
- 9.12 In case of non-issuance of Insurance Card to an existing employee, due to non-provision of data required for issuance of Health Insurance Card, the employee or his dependent shall be provided Hospitalization Coverage after obtaining necessary approval / verification from the DUHS.
- 19.13 Any exclusion for coverage must be clearly indicated.
- 19.14 Other terms & Conditions will be set forth at the time of award.



ANNEXURE - A**20. CERTIFICATE OF ACCEPTANCE OF TERMS****CERTIFICATE****ACCEPTANCE OF TERMS & CONDITIONS**

(To be submitted on Affidavit).

1. We, _____ hereby confirm to have read carefully all the Clauses of the advertised Tender Notice No. DUHS/HR/2017/02- dated _____, for the provision of **Health Insurance Services for Dow University of Health Sciences, Karachi**. We hereby agree to abide all the Instructions, Terms & Conditions mentioned in the Tender Notice and Tender/Bidding Documents.
2. That if any of the information submitted in accordance to this Tender / Bidding Document is found incorrect, our Contract if awarded, may be cancelled at any stage on our own cost and risk.

1.	Name	
2.	Official Add	
2.	In the Capacity of	
3.	Signature	
4.	Duly authorized to sign the Bid for and on behalf of	
4.	Stamp	
5.	Date	
6.	Contact Number	
7.	E-Mail Adress	



21. SYNOPSIS OF THE COMPANY / BIDDER

S.NO	PARTICULARS	DESCRIPTIONS / REMARKS
1.	Name of Organization	
2.	Date of Establishment	
3.	Date of Registration	
4.	Registration No.	
5.	NTN No.	
6.	GST No.	
7.	SRB No.	
8.	Corporate Status	
9.	Owner/Proprietor/MD/CEO	
10.	CNIC No.	
11.	Mailing Address	
12.	Contact Number(s)	
13.	Cell No(s).	
14.	Fax No(s).	
15.	E-Mail Address	
16.	Bank Name & Account No.	
17.	Attachments	Attested copy of valid NTN, SRB & GST Certificates.
		Affidavit that Company had never been Black-Listed
		Copy of Bank Statement of last 06 Months or copy of Financial Soundness Certificates.
		Report of Audited Accounts
		List of Clients with Contact Persons

