

Employment through Skill



**Sindh Technical Education &  
Vocational Training Authority (STEVTA)**  
ST-19, Block 6, Gulshan-e-Iqbal, near NIPA, Karachi.  
Phone No. 99244112-7 Fax No. 99244118  
Website: <http://www.stevta.gos.pk>

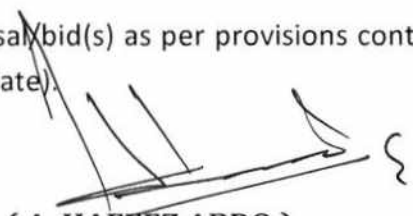


**Request for Proposal (RFP)**

Sindh TEVTA has been established by Government of Sindh as an autonomous body to manage and regulate Technical Education & Vocational Training in the Province of Sindh. The Authority intends to provide Health coverage to its employees under a Health Insurance Plan. Sindh TEVTA invites "Requests For Proposal (RFP) Single Stage – Two Envelopes" from leading Health Insurance companies registered with Income Tax / Sales Tax Department.

RFP Document may be obtained on a written request (on company letterhead) supported with RFP document fee amounting Rs.2,000/- (non-refundable) in shape of Pay Order / Bank Draft, in favour of "Sindh Technical Education & Vocational Training Authority" from the date of publication/hoisting of RFP notice uptill 3<sup>rd</sup> October 2017, within office working hours from the office of the undersigned. Duly filled-in proposals/bids alongwith Bid Security @ 2% of the offered value; in shape of Bank Draft / Pay Order in favour of "Sindh Technical Education & Vocational Training Authority", can be submitted at the office of undersigned by 3<sup>rd</sup> October 2017 on or before 11:00 a.m. The proposals/bids shall be opened on same day at 11:30 a.m. at STEVTA H.Qs. ST-19, Block-6, Gulshan-e-Iqbal, Karachi, in presence of the representatives of the participated firms.

The Authority may cancel / reject all or any proposal/bid(s) as per provisions contained in Sindh Public Procurement Rules, 2010 (amended uptill date).

  
( A. HAFEEZ ABRO )  
Director (Procurement)

Government of Sindh

**Sindh Technical Education & Vocational Training Authority**

ST-19, Block 06, Gulshan-e-Iqbal, Karachi

Website: [stevta.gos.pk](http://stevta.gos.pk)

**RFP / BID DOCUMENT**

**RFP #: STEVTA/Proc/Health Insurance/2017/02**



**( TECHNICAL PROPOSAL )**

**PROVISION OF HEALTH INSURANCE  
FOR THE EMPLOYEES OF  
SINDH TECHNICAL EDUCATION &  
VOCATIONAL TRAINING AUTHORITY  
(AND THEIR DEPENDENTS)**



**Sindh Technical Education &  
Vocational Training Authority (STEVTA)**

ST-19, Block 6, Gulshan-e-Iqbal, near NIPA, Karachi.

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**( ABDUL HAFEEZ ABRO )  
Director (Procurement)**

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## 1. Introduction

### 1.1 Purpose of RFP

Sindh TEVTA intends to insure in-patient treatment (hospitalization and maternity benefit) for its employees and their dependents (parents, spouse & children), from well-reputed Health Insurance Companies who qualify eligibility criteria.

### 1.2 The Overall Task to be performed by Responding Organization (RO)

- a) Provide Medical Benefits in line with the Scope of Work at all Panel Hospitals across Sindh/Pakistan.
- b) Provide guidance on health benefits to the employees / dependents.

### 1.3 Responsibility of STEVTA

- a) STEVTA will provide the Scope of Work outlining the details of the employees and their dependents to be insured along with their individual benefit plans, medical benefit structure and details of the coverage required for the dependents / employees of STEVTA.
- b) STEVTA will bear cost of premium based on the details provided under scope of Work.

## 2. Scope of Work

The Hospitalization and Maternity benefit must include the following coverage:

### **Hospitalization Benefit:**

The Hospitalization Benefit must cover all medical expenses incurred up to the specified limit while an insured is hospitalized due to illness, surgery or accident etc. Eligible medical expenses include:

- Daily Room Rent.
- I.C.U., C.C.U., & N.C.U Charges.
- Specialist (Consultation) / RMO Charges / Nursing Charges.
- Surgeon fee.
- Anesthetist fee / Anesthetist Charges.
- Operation Theatre Charges / Rehabilitation Charges.
- Medicines used during Hospitalization.
- Blood & Oxygen.

- Ventilators and Allied Services.
- Kidney Dialysis / Blood Transfusion.
- Cancer Treatment (Chemo / Radio therapy).
- Daycare surgeries / Investigations
- Diagnostic Investigations during hospitalization.
- MRI, CT Scan, Biopsy, Thallium Scan etc.
- Endoscopies.
- Open Heart Surgery and related surgeries.
- Organ Transplant.
- In-Hospital Consultation.
- Fractures and Lacerated Wounds.
- Local Ambulance Charges.
- Pre & Post Hospitalization

### **Maternity Benefit:**

This Maternity benefit must cover all expenses related to pregnancy and childbirth (two children only). Eligible expenses include:

- Obstetrician's Fee for Delivery & Consultation
- Labour Room / Operation Theatre Charges
- Diagnostic Tests & Medicines during hospital stay
- Baby's nursery care charges during mother's hospitalization
- Normal Deliveries, complicated deliveries, multiple births
- Miscarriages resulting into D&C
- Pre & Post Natal Expenses
- Circumcision Expenses

*\*Please do refer to Medical Benefit Structure, details of additional benefits to be covered.*

### **2.1 Age Limit**

- Employees & their Spouses to be covered upto 60 years of age.
- Parents to be covered upto 85 years of age.
- Dependent Sons to be covered up to 18 years of age.
- Dependent Daughters to be covered till Marriage.

### **2.2 Category & Approx. No. of Employees/Dependents to be covered**

DESCRIPTION	A	B	C	TOTAL
	BPS 18 & above	BPS 16 to 17	BPS 1 to 15	
Employees	08	34	1,836	1,878
Parents	05	22	1,194	1,221
Spouse	08	30	1,100	1,138
Children	17	68	2,754	2,839
<b>Total :-</b>	<b>38</b>	<b>154</b>	<b>6,884</b>	<b>7,076</b>

### **Medical Benefit Structure:**

<b>CATEGORY-WISE HOSPITALIZATION</b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>
Maximum Annual Limit (Per insured)	Rs.500,000	Rs.300,000	Rs.250,000
Room & Board Limit	15,000	5,000	2,500
<b>MATERNITY BENEFIT LIMIT</b>			
Normal	50,000	40,000	30,000
Caesarian / Multiple Births / Forcep	80,000	60,000	40,000

### **2.3 Additional Benefits To Be Covered:**

- Pre – Existing conditions shall be fully covered upto full limits. (100% Covered)
- Pre & Post Hospitalization covering Consultation, prescribed medicines and diagnostic tests within 30 days before and after hospital confinement with no financial sublimit.
- Day Care Surgeries / Procedure such as Lithotripsy, Excision Biopsy, Gastroscopy, Tonsillectomy / Adenoidectomy, Veins / Varicose, Non-malignant tumors / Abscess, Herniorrhaphy, Appendectomy, Cataract Surgery, Angiography, Endoscopy.
- Specialized Investigations from OPD such as MRI / CT Scan / Thallium scan (covered even if no hospitalization takes place).
- Treatment of Cancer, (including Chemotherapy with Pre & Post hospitalization expenses of Chemotherapy).
- Coverage of Congenital birth defects for all under all the benefits.
- Coverage of Hepatitis B & C (Interferon Therapy from hospitalization limit).
- Emergency dental treatment due to accidental injuries (within 48 hours for pain relief only).
- Treatment of Fractures & Lacerated Wounds (within 24 hours).
- Local Road Ambulance (for Emergency Only).
- Emergency Room Treatment for Accidental Injuries.
- Pre & Post Natal Expenses shall be covered up to the maternity limit (subject to the availability of the Maternity Limit).
- Circumcision Charges shall be paid upto Rs. 7,000/- (subject to the availability of the Maternity Limit).
- Newly Born Babies shall be covered from the day 1.

**\*P.S. Any deviation on the above benefits may kindly be mentioned separately addressed to the RFP Coordinator.**

### 3 Response Process

#### 3.1. Definitions

Following definition will apply when used in this RFP and any contact resulting from this RFP.

Subscribing organization	Responding Organization
Sindh TEVTA, Karachi	The Organization submitting a Response to this RFP

#### 3.2. RFP Communications Contacts

All Communications regarding this RFP, whether written or oral, must be directed exclusively to the under mentioned officer. Any oral communications from the RFP Coordinator will be considered unofficial and non-binding on Govt. of Sindh (Sindh TEVTA). The RO should rely only on written statements issued by the RFP Coordinator.

Officer: **Abdul Hafeez Abro.**  
Address: **Sindh TEVTA**  
ST-19, Block-06, Gulshan-e-Iqbal, Karachi  
Tel: 021-99243818  
Fax: 021-99244118  
Email: [info@stevta.gos.pk](mailto:info@stevta.gos.pk)

**\*The RO questions regarding this RFP must be in writing and addressed to the RFP Coordinator.**

#### 3.3. Bid Security/Bond

A bid Security/bond of 2% of the total amount quoted in the name of "Sindh Technical Education & Vocational Training Authority" (refundable on finalization of award of contract) in the form of a Pay Order must be submitted with the Proposal. Proposal submitted without a bid bond will not be considered.

#### 3.4. Other Response Information

- **No Obligation to buy**  
Sindh TEVTA reserves the right to refrain from contracting with any RO. Neither the release of this RFP nor the execution of subsequent contacts obligates Sindh TEVTA to enter into contract with any Insurance Company. Sindh TEVTA additionally reserves the right to acquire services from other sources, at its sole discretion, subject to provision of SPPRA rules.



- **Cost of RFP Response Preparation**

Sindh TEVTA will not be liable for any costs associated with the preparation of a RO's response to this RFP.

- **Response Property of Sindh TEVTA**

All information/material/services provided in response to this solicitation will become the property of Sindh TEVTA which has the right to use any of the ideas presented with such materials. Selection or rejection of a response does not affect this right.

## **4. General Terms & Conditions**

### **4.1. Bid Proposal**

Two separate sealed envelopes containing separate Technical and Financial Proposals and marked as such at the top. **Technical Proposal to contain documentary evidence as specified in Eligibility Criteria.** Financial Proposals to contain lump sum bid amount on the prescribed Form. Financial proposals of the bidders (containing Bid Form) whose technical proposals qualify will be opened in the presence of bidders at a date to be informed after scrutiny of technical proposal. The financial proposal will be returned un-opened to the bidders whose technical proposals do not qualify.

### **4.2. Validity of Proposal**

All proposal and price shall remain valid for 90 days from the date of submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

### **4.3. Penalty Clause**

The contract to be executed between Sindh TEVTA and the selected RO will contain penalty clauses for delay in the services. STEVTA also reserves to seek other legal remedies if the insurer fails to provide the services as per schedule or if the insurer violates the terms and conditions of the contract.

### **4.4. Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

### **4.5. Contracting**

The selected R.O will submit Contract, as per draft to be provided by Sindh TEVTA within 7 days of issuance of PO.

### **4.6. Government law**

This RFP and any contract pursuant to this RFP shall be governed by and construed in accordance with the SPPRA Rules.

#### 4.7. Acceptance of Proposal

Sindh TEVTA reserves the right not to accept the lowest evaluated or any proposal and to annul the bidding process without assigning any reason whatsoever.

#### 4.8. Performance Security

Successful bidder would be required to deposit Performance Security @ 5% of contract value in favour of "Sindh Technical Education & Vocational Training Authority" in shape of pay order/demand draft or bank guarantee, which shall be refundable on successful completion of the contract.

### 5. Technical Proposals

Sindh TEVTA will evaluate Technical Proposals using the following criteria. RO will be considered disqualified and will not be considered for tendering Process from the very outset, if not approved from SECP. Technical Proposal must contain documentary evidence as specified in Eligibility Criteria.

#### 5.1 Eligibility Criteria

The following criteria will be used to evaluate Technical Proposal. Please note that the Bidder must possess minimum **AA Plus rating** by **JCR VIS or PACRA**, and qualify for participating into ultimate phase of Financial Bid Opening:

- a) Health Insurance Portfolio
- b) List of Corporate Clients in Health Insurance
- c) Atleast 10 years experience in the Field of health Insurance.
- d) List of Hospitals on Panel all over Pakistan; particularly in Sindh.
- e) Hotline – 24/7 Customer Service.
- f) List of approval centres.
- g) Panel of Doctors & Medical Claims Section of the Company
- h) Average Turn Over of Last 5 years
- i) A comparative summary of Premium and claims paid (last five years)
- j) All facilities offered by insurance co. must have their own arrangements.  
Outsource providers are not acceptable excepting hospital services.

#### 5.2. General

The responding organization should provide the following:

- Company Profile with complete details of the Registered Office.
- Details of Authorized Person
- Bio-Data of Key Personnel
- Selected List of Clients
- Documentary Evidence to evaluate Technical Proposal
- Annual Audited Financial Statements (last three years)
- Minimum 5 years Health Insurance Certificate

### **5.3 Registration Documents**

The R.O must be registered in Pakistan. The RO must submit the following documents:

- Certificate of Registration
- Certificate of Incorporation
- NTN Certificate
- Listed with Major Stock Exchange
- AA Plus Rating certificate - by Pakistan Credit Rating Agency (PACRA) and JCR VIS

### **5.4. Affidavit**

The RO must submit an Affidavit from CFO stating that the "firm has never been blacklisted".

### **5.5. Description of Benefit**

The RO will be required to submit the following details:

- Description of Benefit
- Procedure to avail benefits at Panel Hospital.
- Procedure to Reimburse Claim of Non-Panel Hospital
- Documents required for Non-Panel Hospital Claim
- List of Treatments / Procedures not covered (exclusions).

### **5.5. Turn Around Time (TAT).**

The Turn Around Time (TAT) will be as follows:

- Issuance of Health Cards / Credit Letter after the receipt of Health Declaration Forms within 7 working days.
- TAT for Reimbursement Claims after received of complete documents within 10 working days

### **5.6. Value Added Feature**

The selected bidder will be required to provide the following service with no additional cost.

- Provide Benefit Guidelines in English and Urdu for better understanding on Health Benefits
- Conduct Education Sessions (awareness sessions) for employees on Health Benefits.
- Web Portal Facility – to track claims status online.



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ST-19, Block-6, Near N.I.P.A., University Road,  
Gulshan-e-Iqbal, Karachi. Tel: 021-99243818  
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**RFP Document**

**Health Insurance  
for the STEVTA employees  
and their Dependents**

**Date & Time of RFP Submission: 03-10-2017 (upto 11:00 a.m.)**  
**Date & Time of RFP Opening (Technical): 03-10-2017 (at 11:30 a.m.)**

**( FINANCIAL PROPOSAL )**

**PART TWO**

- **Sample Forms/Formats.**
- **Price Schedule.**

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## **A) Sample Forms**

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|---------------------------------------|----|

M/s. \_\_\_\_\_  
RFP Document Cost **Rs.2,000/- (Non-Refundable/Non-Transferable)**

**Bid Security: 2% of bid value**

Date of Receipt of RFP: 03.10.2017 till 11:00 AM  
Date of Opening of Technical Proposal: 03.10.2017 on 11:30 AM

**Bid Submission Sheet**

Date: \_\_\_\_\_

ICB NO.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Alternative No.: \_\_\_\_\_

**The Managing Director,  
Sindh Technical Education &  
Vocational Training Authority,  
Karachi**

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Document, including Addenda No.:  
\_\_\_\_\_;

- (a) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the Goods/Services and Related Services.
- (b) The total price of our Bid, excluding any discounts offered in item (d) below is:  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_);
- (c) The discounts offered and the methodology for their application are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;
- (d) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our Bid is accepted, we commit to obtain a Performance Security @ 5% of the Contract Price for the due performance of the Contract;
- (f) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from these eligible countries; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;

- (g) 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;
- (h) 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;
- (i) The following commissions, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

| <u>Name of Receipt</u> | <u>Address</u> | <u>Reason</u> | <u>Amount</u> |
|------------------------|----------------|---------------|---------------|
| _____                  | _____          | _____         | _____         |
| _____                  | _____          | _____         | _____         |

(If none has been paid or is to be paid, indicate "none.")

- (j) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

**Price Schedule Format**  
**( Financial Proposal )**

Name of Bidder: M/s

\_\_\_\_\_

Amount of Bid (Net Premium) Rs.

\_\_\_\_\_

Premium Mode:

\_\_\_\_\_

**Notes:**

1. The above rates quoted must include all taxes and charges, if any.
2. In addition to above also include detail of quotation, terms and conditions, procedures to avail benefits and list of exclusions.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signature \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date: \_\_\_\_\_



**Bid Security / Earnest Money Form**

WHEREAS \_\_\_\_\_ hereinafter called the "**Bidder**" has submitted its bid, dated \_\_\_\_\_ to provide Health Insurance facility for the employees of STEVTA and their dependents, hereinafter called the "**Bid**".

KNOW ALL MEN by these presents that I/We \_\_\_\_\_ of \_\_\_\_\_ having our registered office (s) at \_\_\_\_\_ do hereby submit Earnest Money of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for the aforesaid Bid in the shape of Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ Bank in favour of "Sindh Technical Education & Vocational Training Authority", hereinafter called "**Procuring Agency/Purchaser**".

Name of Supplier (s)

\_\_\_\_\_

Authorized Representative

\_\_\_\_\_

Dated: \_\_\_\_\_.

## Bid Security / Earnest Money Sheet

RFP for providing Health Insurance for the employees of STEVTA & their Dependents

| S.No.                  | Package No. | Estimated Cost<br>(in PKR) | Bid Value<br>(in PKR) | Earnest Money @ 5% of Offered Value |           |              |
|------------------------|-------------|----------------------------|-----------------------|-------------------------------------|-----------|--------------|
|                        |             |                            |                       | Amount                              | P.O / D.D | Name of Bank |
| 1                      | 2           | 3                          | 4                     | 5                                   | 6         | 7            |
|                        |             |                            |                       |                                     |           |              |
| <b>Total Amount :-</b> |             |                            |                       |                                     |           |              |

Signature of the Bidder \_\_\_\_\_

Name & Address \_\_\_\_\_  
\_\_\_\_\_

Firm's Stamp \_\_\_\_\_

Dated: \_\_\_\_\_.

## Agreement Form

Date: \_\_\_\_\_

Contract Name and No. : \_\_\_\_\_

\_\_\_\_\_

The Managing Director,  
Sindh Technical Education &  
Vocational Training Authority,  
Karachi

WHEREAS \_\_\_\_\_ (hereinafter "the Supplier") has undertaken, pursuant to Contract No. \_\_\_\_\_ dated \_\_\_\_\_, to supply/provide service of \_\_\_\_\_ in Sindh (hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security \_\_\_\_\_ issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned \_\_\_\_\_, legally domiciled in \_\_\_\_\_ (hereinafter "the Guarantor"), have agreed to give the Supplier a security.

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

This security is valid until the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

## **Contract Form**

*THIS CONTRACT* made on this \_\_\_\_\_ day of \_\_\_\_\_ 2017 between Sindh Technical Education & Vocational Training Authority (STEVTA) herein after called the PURCHASER of the one part and \_\_\_\_\_ of \_\_\_\_\_ hereinafter called the SUPPLIER of the other part.

*WHEREAS* the Purchaser is desirous that \_\_\_\_\_ goods/services be provided and installed by the Supplier/contractor, via \_\_\_\_\_ (hereinafter "Health Insurance Facility to STEVTA Employees & their Dependents" ) and has accepted a Bid by the Supplier for the provision of and installation for those stores/services in the sum of \_\_\_\_\_ hereinafter "the Contract Price".

### **NOW THIS CONTRACT WITNESSETH AS FOLLOWS**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract referred to.
  
- 2.1 The following Documents shall be deemed to form and be read and Construed as part of this Agreement, viz,
  - (a) The Bid Form and the Price Schedule submitted by the Bidder.
  - (b) The General Conditions of Contract.
  - (c) The Special Conditions of Contract. and
  - (d) The Purchase's Notification of Award.
  
- 2.2 In consideration of the Payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and Services to remedy defects therein in conformity in all respects with the provisions of the Contract.
  
- 2.3 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and Services and to remedy defects, the Contract Price of 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 Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed & Delivered by ..... the ..... ( for the **Purchaser**)

Signed, Sealed & Delivered by ..... the ..... ( for the **Supplier**)

## **Performance Security**

Date: \_\_\_\_\_

Contract Name and No. : \_\_\_\_\_

\_\_\_\_\_

**The Managing Director,  
Sindh Technical Education  
& Vocational Training Authority,  
Karachi**

WHEREAS \_\_\_\_\_ (hereinafter "the Supplier") has undertaken, pursuant to Contract No. \_\_\_\_\_ dated \_\_\_\_\_, to supply/provide services of \_\_\_\_\_ in Sindh (hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security \_\_\_\_\_ issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned \_\_\_\_\_, legally domiciled in \_\_\_\_\_ (hereinafter "the Guarantor"), have agreed to give the Supplier a security.

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

This security is valid until the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name \_\_\_\_\_

in the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE**

We guarantee to provide the services exactly in accordance with the requirement specified in the invitation to this tender as well quoted in the RFP.

Signature of Bidder .....

Name & Designation.....

Address.....

Amount of Call Deposit \_\_\_\_\_

Name of Bank with Full Address \_\_\_\_\_

Pay Order No \_\_\_\_\_

Full Name & Address of Firm \_\_\_\_\_

CNIC# of Authorized Person \_\_\_\_\_

Signature of Authorized Person \_\_\_\_\_

## **Financial Proposal** **Price Schedule**

Name of Bidder:

M/s \_\_\_\_\_

Amount of Bid (Net Premium for 01 year) Rs. \_\_\_\_\_

Rupees \_\_\_\_\_

(including all applicable taxes)

Premium Mode:

\_\_\_\_\_

Notes:

1. The above rates quoted must include all taxes and charges, if any.
2. In addition to above also include detail of quotation, terms and conditions, procedures to avail benefits and list of exclusions.

Dated: \_\_\_\_\_



Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CNIC # \_\_\_\_\_

**Sindh Technical Education &  
Vocational Training Authority (STEVTa)**  
St-19, Block-06, Gulshan-e-Iqbal, Near Nipa, Karachi

**NOTIFICATION**

With the approval of Competent Authority a "Procurement Committee" comprising the following officers is hereby Re-Constituted to invite, evaluate and finalize the bids for procurement of goods and services for all the wings/sections of STEVTa and recommended successful bidders/firms to the Competent Authority for Award of Contract.

- |                                                                                               |                  |
|-----------------------------------------------------------------------------------------------|------------------|
| 1. Engr. Inaquat Ali Jamaro,<br>Director (A&T),<br>STEVTa, Headquarter, Karachi.              | Convener.        |
| 2. Mr. Zulfikar Ali Jatoi,<br>Deputy Director (Services-III),<br>STEVTa Headquarter, Karachi. | Member.          |
| 3. Representative of<br>Sindh Board of Technical Education,<br>Karachi.                       | Member.          |
| 4. Representative of<br>Industries Department,<br>Government of Sindh,<br>Karachi.            | Member.          |
| 5. A. Hafeez Abro,<br>Director (Procurement),<br>STEVTa Headquarter, Karachi.                 | Member/Secretary |

**Term of Reference:-**

- To select appropriate method of Procurement as specified in SPPRA Rules.
- To Prepare Bidding/Pre-Qualification document.
- To Prepare invitation of bids/Pre-Qualification Notice.
- To Carry out Technical as well as Financial Evaluation of the Bids.
- To Prepare Bid Evaluation Report (BER).
- To make recommendation for the Award of Contract or otherwise, to the Competent Authority.
- To perform any other function ancillary and incidental thereto.

**MUZAFAR ALI BHUTTO**  
Managing Director





### NOTIFICATION

In pursuance of Rule-31 of Sindh Public Procurement Rules 2010, with the approval of the competent authority, a '*Complaint Redressal Committee STEVTA*', comprising the following, is hereby constituted to address the complaints of bidders that may occur during the procurement proceedings:

- |                                                                      |          |
|----------------------------------------------------------------------|----------|
| 1) Director (Admn.) STEVTA                                           | Convener |
| 2) Dr. Muhammad Ali Nizamani<br>Assistant Professor, ISRA University | Member   |
| 3) Representative of the Accountant General Sindh                    | Member   |

#### Terms of Reference:

On receipt a complaint from an aggrieved bidder may, *if satisfied*:

- prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with SPPRA rules and regulations;
- annul in whole or in part, any unauthorized act or decision of the Procurement Committee;
- reverse any decision of the Procurement Committee or substitute its own decision for such a decision;
- may ask to provide any record relevant to the complaint or bidding.
- shall announce its decision within seven days receipt of a complaint.

*[Signature]*  
12/6  
**DIRECTOR (ADMN)**

*[Signature]*  
**Endst. No. STEVTA/Proc/1(3)/2013/1361**

**Karachi, dated the 9<sup>th</sup> June, 2014.**

Copy to:

- 1) The Director (Admn.) STEVTA, Karachi.
- 2) The Accountant General Sindh, with the request to kindly nominate an officer, for the above said Committee.
- 3) Dr. Muhammad Ali Nizamani, Asstt: Professor, ISRA University, Karachi.
- 4) The Director (Operations) STEVTA, Karachi.
- 5) The Deputy Director (Procurement) STEVTA, Karachi.
- 6) The P.S. to Managing Director STEVTA, Karachi.
- 7) Master / Office Order File.


*[Signature]*  
**DIRECTOR (ADMN)**

**SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (STEVTA)**

**PROCUREMENT PLAN**

for the Financial Year 2017-2018

| No. | Title of Procurement                                                                                             | Estimated Cost (in million) | Method of Procurement         | Tentative/ Actual Date of NIT | Tentative/ Actual Closing Date of NIT | Tentative Deadline/ Actual Date for Execution | Remarks    |
|-----|------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|-------------------------------|---------------------------------------|-----------------------------------------------|------------|
| 1   | Staff Secondment/Outsourcing the Services of Firm Chartered Accountant for the operational activities of STEVTA. | Rs.5.00 M                   | Single Stage - One Envelope.  | 3rd Week of August, 2017.     | 1st Week of September, 2017.          | September, 2017.                              | Rule-46(1) |
| 2   | Provision of Health Insurance for the STEVTA Employees & their dependants.                                       | Rs.25.00 M                  | Single Stage - Two Envelopes. | 3rd Week of August, 2017.     | 1st Week of September, 2017.          | September, 2017.                              | Rule-46(2) |
| 3   | Procurement of Plant, Machinery, Hardware/IT Equipment & Furniture for addition of new trades.                   | Rs.15.00 M                  | Single Stage - Two Envelopes. | 3rd Week of August, 2017.     | 1st Week of September, 2017.          | September, 2017.                              | Rule-46(2) |
| 4   | Procurement of Computer with accessories, software, Basic IT & Other Equipment.                                  | Rs.17.00 M                  | Single Stage - Two Envelopes  | 1st Week of October, 2017.    | 3rd Week of October, 2017.            | October, 2017.                                | Rule-46(2) |
| 5   | Procurement of different Office Equipment.                                                                       | Rs. 3.00 M                  | Single stage One Envelope.    | 3rd Week of October, 2017.    | 2nd Week of November, 2017.           | November, 2017.                               | Rule-46(1) |
| 6   | Procurement of Simulators (Software for Practical Purpose.                                                       | Rs.2.00 M                   | Single Stage One Envelope.    | 2nd Week of November, 2017.   | 4th Week of November, 2017.           | November, 2017.                               | Rule-46(1) |
| 7   | Procurement of Library Books Technical, Commercial & Vocational Streams.                                         | Rs.3.00 M                   | Single Stage One Envelope.    | 2nd Week of November, 2017.   | 4th Week of November, 2017.           | November, 2017.                               | Rule-46(1) |

  
**(A. HAFEEZ ABRU)**  
 Director (Procurement)  
 STEVTA