



ICMA

Pakistan

TENDER DOCUMENTS
for Pre-qualification of Organization/ Companiesfor
General Insurance Policy
for Head Office and Nationwide Campuses
FOR THE FISCAL YEAR 2016-17
Technical Bids Forms

Organization / Companies/ Firm : _____

Address : _____

Contact No. : _____

Advertisement Ref. : _____

Received by : _____

Issued on : _____

Issued by (Institute's Officer) : _____

For Information, Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M)
Director Administration & HR

ICMA Pakistan

Head Office: ICMA Pakistan Building, ST-18/C, ICMAP Avenue, Block 6,
Gulshan-e-Iqbal, **Karachi-75300**

Phone # 021-99243028 / 021-99243900 EXT : 222

Email: admin@icmap.com.pk; Website: www.icmap.com.pk

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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 for **Group Insurance of Policy** for ICMA Pakistan's Nation-wide campuses as per requirements given in this document.

Tender Advertisement



ICMA
Pakistan

Expression of Interest GENERAL INSURANCE POLICY

The Institute seeks "Expression of Interest" for General Insurance Policy for ICMAP-Nationwide Centre for the Fiscal Year 2016-17. The sealed quotations are invited from reputed Insurance Companies:

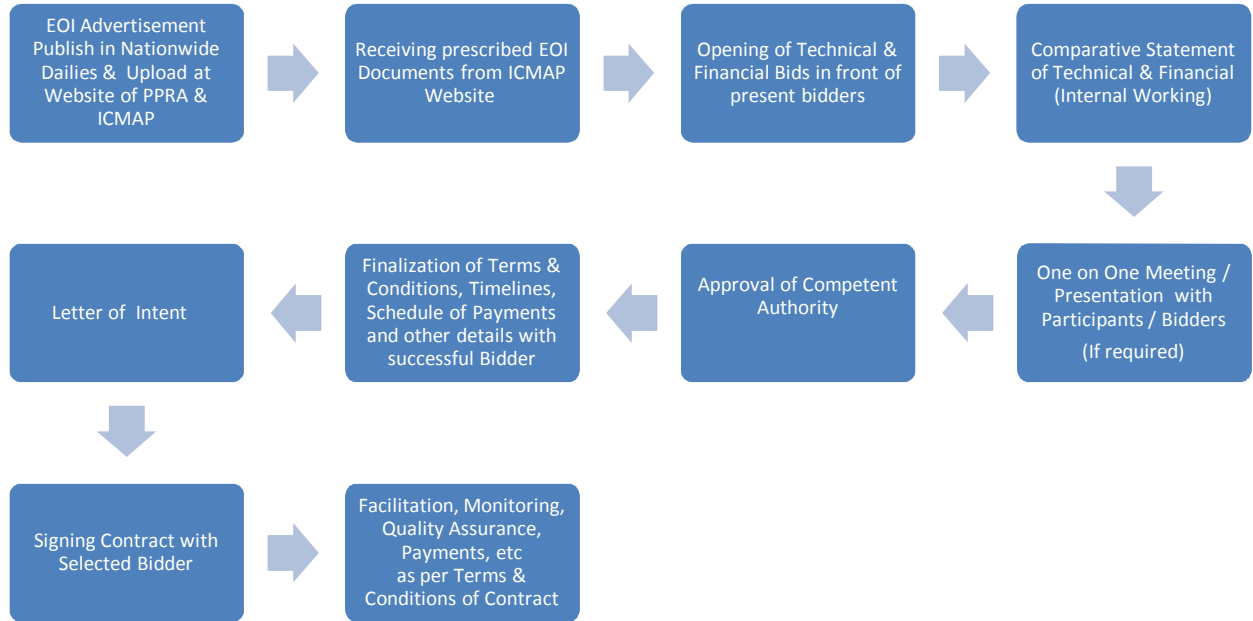
Tender No.	: ICMAP/ADMIN/HO/09/2016/1712
Task / Assignment	: General Insurance Policy for Head Office and Nationwide Centres
EOI Submission	: EOI's documents with all requisite information shall be submitted on the prescribed format in a sealed envelope separately marked as "Technical Bid" & "Financial Bid" Clause 36 (a) of Public Procurement Rules (PPR, 2004). EOI submitted after deadline date and timings will not be considered
Issuance Deadline	: The "EOI Documents" can be obtained during office timings between September 06, 2016 , and September 21, 2016 from below-mentioned address or from website
Submission Deadline	: September 21, 2016 by 1100 hours
EOI Opening	: The EOIs for "Technical Bid" & "Financial Bid" will be opened at 1130 hours on September 21, 2016 at ICMA Pakistan's Head Office, Karachi in front of present bidders or their authorized representatives through video link at Lahore and Islamabad (in case any of bidder is participating from two cities)
Opening of Financial Bid	: Sealed Financial Bids will be called from pre-qualified Technical Bidders, the opening of Financial Bid(s) will be confirmed later on
Rejection of Bids	: As per Clause 33 (1) of PPR, 2004

For Information, Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M), Director Administration & HR
Institute of Cost and Management Accountants of Pakistan
Head Office Building, ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, Karachi-75300.
Phone # 021-99243900, EXT: 222 / 128; Email: admin@icmap.com.pk

URL: www.icmap.com.pk

Evaluation & Process Flow



Evaluation Weightage

- **Technical** : **60%**
- **Financial** : **40%**

Brief Introduction of the Organization / Firm / Company

Sr.	Factors	Description
1	Name of the Organization/ Firm/ Company	:
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



**Institute of Cost and Management Accountants of Pakistan
Administration Department**

Tender No.: ICMAP/ADMIN/HO/09/2016/1712

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

Director
Administration & HR Department,
ICMAP Head Office,
Karachi.

Details of Annex

1. The General Insurance details are separately enclosed as “Annex-A”;

Note:

- Quotation would be accepted after “**Technical Bid & Financial Bid**” evaluation;
- Financial Bid is not guarantee for win through the Insurance Contact;
- Please specify your terms and conditions, if any.

Remarks:

Company's Stamp

Signature

Technical Evaluation Criteria for ICMAP Nationwide Centre for General Insurance

S. #	Description	Criteria	Marks Break Up	Marks Obtained
1	<u>Date of Incorporation of the Company:</u> (Letter of Incorporation, Company Registration, Letter of Declaration)– AttachDetails	Above 10 Years	10	Review of Documents
		Above 5 Years	7	
		Below 5 Years	0	
2	<u>Total Numbers of Branches in all provinces:</u> (Including, Khi, Hyd, Quetta, Mul, Lhr, Fais, Rwl, Isb Complete Address, Landline Numbers, Cell Nos., etc.) - AttachDetails	50 and above	10	Review of Documents
		10 and above	7	
		Below 10	0	
3	<u>Renowned Companies on Clientele List:</u> (Attach Details of Company, Contact Persons, Contact details, etc.) – AttachDetails	120 and above	10	Review of Documents
		100 and above	7	
		Below 100	0	
4	<u>Number of Persons on the Payroll of the Company:</u> (Attach Details of Employees) AttachDetails	400 and above	10	Review of Documents
		300 – 500	7	
		100 - 300	5	
		Below 100	0	
5	<u>Gross Premium in 2015:</u> (Attach Balance Sheet / Annual Report) AttachDetails	5 Billion and above	10	Review of Documents
		4 Billion and above	7	
		3 Billion and above	5	
		Below 2 Billion	0	
6	<u>Total Gross Premium – Last 3 Years:</u> (Attach Balance Sheet / Annual Report)	25 Billion and above	10	Review of Documents
		20 Billion and above	7	
		15 Billion and above	5	
		Below 10 Billion	0	
7	<u>Total Assets as on Dec' 2015:</u> AttachDetails	5 Billion and above	10	Review of Documents
		4 Billion and above	8	
		3 Billion and above	5	
		Below 2 Billion	0	
8	<u>Experience in Educational Sector:</u> AttachDetails	Above 10 Years	10	Review of Documents
		7- 10 Years	7	
		4- 7 Years	5	
		Below 4	0	

Company's Stamp

Signature

Technical Evaluation Criteria for ICMAP Nationwide Centre for General Insurance

9	<u>Issued, Subscribed & Paid up Share Capital:</u> AttachDetails	Less than Rs. 300 Million	5	Review of Documents
		Rs. 200 Million toRs. 100 Million	7	
		Above Rs. 1,000 Million	10	
10	<u>PACRA:</u> AttachDetails	AAA	10	Review of Documents
		AA	8	
		A	5	
11	<u>Scope of General Insurance Service:</u> > 10 Years < 10 Years		10	Review of Documents
			5	
12	<u>Process Time / Respond Time of Complaint:</u> AttachDetails 10 Days 25 Days > 25 Days		10	Review of Documents
			5	
			10	
			5	
13	<u>Customer Service (24 / 7):</u> AttachDetails	Yes	10	Review of Documents
		No	0	
Total Points			130	

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 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 10 years experience in General 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 10 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 21, 2016** 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 21, 2016 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



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Gulshan-e-Iqbal, **Karachi-75300**

Phone # 021-99243028 / 021-99243900 EXT : 222

Email: admin@icmap.com.pk; Website: www.icmap.com.pk



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

Director

Administration & HR Department,
 ICMAP Head Office,
 Karachi.

SR. #	Description	Sum Insured	Rates	Amount in Rs.
01.	Fire, Burgerly and Allied etc.			
02.	Terrorism			
03	Cash in Safe			
04	Cash in Transit			
05	Mobile Phones			
06	Fidelity Guarantee			
07	Electronic Equipment's			
08	Machinery			
09	Fire and Allied including Electric Clause 'B' for Electrical equipments including Computers, AC's, Fax, Photocopier, Printers, Water Coolers, all type of Machines, Pumps & others. These items are already included in Sum Insured of Serial # 01 & 02. (_____ + _____ = _____)			
	Total Amount in Rs.			
	Total Amount in Words			

Company's Stamp

Signature