

OIL AND GAS REGULATORY AUTHORITY

ACQUIRING THE SERVICES OF INSURANCE COMPANIES FOR PROVISION OF GROUP LIFE INSURANCE COVERAGE TO THE EMPLOYEES OF OGRA (EMPLOYEES OF HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LAHORE, KARACHI, PESHAWAR AND QUETTA) UNDER TENDER ENQUIRY NO. 15 OF 2017-18.

TENDER NOTICE

1. The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids from well-reputed group life insurance companies stationed at Rawalpindi/Islamabad, having minimum ten (10) years relevant experience of group life insurance and registered with income tax department and SECP for provision of group life insurance coverage for OGRA's employees (employees of Head Office, Islamabad and its Regional Offices Lahore, Karachi, Peshawar and Quetta) on yearly basis w.e.f March 1, 2018.
2. The Tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). The documents can also be obtained from office of the undersigned on any working day (Monday to Friday) (9:00 am to 5:00 pm)..
3. The bids must be received latest by 11:00 a.m on January 4, 2018 and will be opened at 11:30 a.m on the same date in OGRA's office by the Bid Opening Committee. In case, the last date of bids submission falls in the official holidays, the date for submission of the bids shall be the next working day.

(Ejaz Ahmad Gohar)
Deputy Executive Director (Admn)
Oil and Gas Regulatory Authority
54-B, Fazal-e-Haq Road, Blue Area, Islamabad
Ph: 051-9244373

OIL AND GAS REGULATORY AUTHORITY

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TENDER DOCUMENTS

ACQUIRING THE SERVICES OF INSURANCE COMPANIES FOR PROVISION OF GROUP LIFE INSURANCE COVERAGE TO THE EMPLOYEES OF OGRA (EMPLOYEES OF HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LAHORE, KARACHI, PESHAWAR AND QUETTA) UNDER TENDER ENQUIRY NO. 15 OF 2017-18.

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids, for provision of group life insurance coverage for OGRA's employees. (employees of Head Office, Islamabad and its Regional Offices Lahore, Karachi, Peshawar and Quetta) under Tender Enquiry No.15 of 2017-18.

General Terms and Conditions:

- 1). The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal, (**Annex-II**), both showing the tender enquiry No.15 of 2017-18 and marked as "PRE-QUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL".
- 2). The firm should be registered income tax and SECP (Registration Number should be clearly mentioned and valid documentary evidence be attached).
- 3). The firm should have a minimum of ten (10) years experience of similar assignment and should have a proper setup/office at Islamabad/Rawalpindi.
- 4). The bidder shall be required to deposit bid security in shape of **call deposit** in favour of OGRA payable at Islamabad equal to 3% of total bid value along with financial proposal. Cash/Cheque will not be accepted.
- 5). An original and latest undertaking/affidavit on judicial paper that the firm has not been blacklisted by any Government, Semi Government, Autonomous or any State Owned Organization.
- 6). The detail of scope of work is at **Annex-III**. The list of employees to be insured alongwith their pre-requisite detail is at **Annex-IV**. The detail of sum insured alongwith schedule of classification is mentioned in the financial proposal (**Annex-II**).
- 7). Sealed tenders are required to be delivered to the office of the undersigned by on or before January 4, 2018 by 11:00 a.m
- 8). The Bid Opening Committee of OGRA will open the Pre-qualification proposals (**Annex-I**) at 11:30 a.m on January 4, 2018 in the presence of the bidders or their authorized representatives, who may like to be present. The technical proposals shall be evaluated as per criteria given at **Annex-V**. Bids not complying with the requirements at clauses 1 to 5 above shall be declared as Non-Responsive and their financial proposals shall be returned unopened.

- 9). The Bid Opening Committee shall open the financial proposals (**Annex-II**) of the bidders whose Pre-Qualification proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
- 10). Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 11). The contract shall be awarded to the lowest evaluated bidder.
- 12). The bid validity period shall be (03) months, starting from the last date for receipt of bids.
- 13). The successful bidder shall be required to deposit a "performance bond" equivalent to 5% of the total value of the contract (12 months) through a call deposit in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter award, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 14). 3% earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released within 30 days after successful completion of one year contract period.
- 15). The successful bidder shall be required to enter into a formal Contract Agreement. The contract period will be one year extendable up to three years with mutual consent and subject to following conditions:
 - i. Satisfactory performance of insurance company.
 - ii. Settlement of all claims.
 - iii. Availability of funds.
 - iv. Continuation of policy on the same premium rates, terms and conditions as agreed in the main contract.
- 16). The proposals should not have any over-writing or cutting. The Bid opening committee of OGRA reserves the right not to consider the proposal having aforementioned deficiencies.
- 17). Payment of the bills shall be subject to the deduction of mandatory government taxes/levies.
- 18). OGRA has right to increase or decrease the number of staff.
- 19). This is made obligatory to affix authorized signatures with official stamp on all documents, annexure, copies, certificates, letters, forms and all relevant documents as part of the bids submitted by the bidder.
- 20). It will be the responsibility of the bidder that all factors have been investigated and considered while submitting the bids and no claim whatsoever including those of financial adjustments to the contract awarded under this bid process will be entertained by the purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the bidder.

- 21). The bidder shall be deemed to have satisfied itself fully before bid as to the correctness and sufficiency of its bids for the contract and price/cost quoted in the bid to cover all obligations under this bid process.
- 22). Period of payment of death claim should be within 10 to 15 working days.
- 23). Payment of premium will be made on yearly basis.
- 24). All the clauses related to the payment of death claims of deceased OGRA's employees mentioned here in the tender documents, will also be a part of the contract which will be made with the successful bidder.
- 25). OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules, 2004.

(Ejaz Ahmad Gohar)
Deputy Executive Director (Admn)

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Pre-Qualification Proposal Proforma

ACQUIRING THE SERVICES OF INSURANCE COMPANIES FOR PROVISION OF GROUP LIFE INSURANCE COVERAGE TO THE EMPLOYEES OF OGRA (EMPLOYEES OF HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LAHORE, KARACHI, PESHAWAR AND QUETTA) UNDER TENDER ENQUIRY NO. 15 OF 2017-18.

Name of the Company/Firm	
Complete address (Cell, Landline, Fax No & E-mail address)	
Year of Establishment (Attach documentary evidence)	
Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contract Details	
SECP certificate	Yes _____ No. _____
Whether an original and latest undertaking/affidavit on Judicial paper that the firm has not been blacklisted by any Government, Semi Government, Autonomous or any State Owned Organization is enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Whether Pay Order as Earnest Money @ 3% of the total value of bid is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Clientage (Attach as separate Annexure, if necessary)	
Experience related to similar assignments	
Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
Assignment in Hand (Presently)	
Contact Person Date: _____ Cell No. _____	_____ Name & Designation _____ Authorized Signature & Stamp

Name: _____

Date: _____

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Financial Proposal

ACQUIRING THE SERVICES OF INSURANCE COMPANIES FOR PROVISION OF GROUP LIFE INSURANCE COVERAGE TO THE EMPLOYEES OF OGRA (EMPLOYEES OF HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LAHORE, KARACHI, PESHAWAR AND QUETTA) UNDER TENDER ENQUIRY NO. 15 OF 2017-18.

Name of the Firm & Address:-----

The Annual Premium for provision of the following is:-

Total Sum assured: Rs.407,400,000/-

A. Schedule of classification wise benefits.

Classification	No. of Persons	Sum Assured	
		Life	
		Per Person	Total
E-6 & E-5	10	Rs.3,600,000/-	Rs.36,000,000/-
E-1 to E-4	83	Rs.3,000,000/-	Rs.249,000,000/-
S-3 to S-5	42	Rs.1,800,000/-	Rs.75,600,000/-
S-1 to S-2	39	Rs.1,200,000/-	Rs.46,800,000/-
Total No of Persons	174		Rs.407,400,000/-

B. Schedule of Rates & Costs

Risk	Total Sum Assured	Rate per thousand	Annual Premium
Life	Rs.407,400,000/-		
ADB	=do=		
PTDB	=do=		
TTDB	=do=		
Total	(Rupees----- -----)		

- Subject to addition/deletion

Authorized Signature with Stamp

Name: -----

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Scope of Work

ACQUIRING THE SERVICES OF INSURANCE COMPANIES FOR PROVISION OF GROUP LIFE INSURANCE COVERAGE TO THE EMPLOYEES OF OGRA(EMPLOYEES OF HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LAHORE, KARACHI, PESHAWAR AND QUETTA) UNDER TENDER ENQUIRY NO.15 OF 2017-18.

Interest Assured:	OGRA Employees as per Annex-III
Type of cover:	Group Insurance Coverage As per company's normal Group Team
Insurance	Policy wording. (Specimen may be attached separately)
Coverage:	Detail of Cover is as follows:- <ul style="list-style-type: none"> i). Death due to any cause ii). Accidental Death Benefit (ADB) iii). Permanent Total Disability Benefit (PTDB) iv). Temporary Total disability Benefit (TTDB)
No. of staff to be insured:	174 regular employees (Subject to addition/deletion from time to time)
Period of Insurance/Agreement	Twelve Months (one year)from date of contract.

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LIST OF OGRA EMPLOYEES

Sr. No.	Name	Category	Date of birth
1	Mr. Imran Ghaznavi	A	13-03-1967
2	Mr. Zainulabideen Qureshi	A	18-02-1969
3	Mr. Shahzal Iqbal	A	30-04-1965
4	Mr. Muazzam Hussain Ch.	A	30-12-1967
5	Mr. Sarmad Aslam	A	24-1-1968
6	Mr. Anwar Ali Sheikh	A	10-06-1964
7	Mr. Sohail Ahmed Tariq	A	15-01-1967
8	Mr. Muhammad Rizwan-ul-Haq	A	24-12-1968
9	Mr. Shahid Nauman Afzal	A	18-05-1958
10	Mrs. Misbah Yaqub	A	23-05-1975
11	Mr. Aamir Nusrat	B	01-05-1969
12	Malik Mazhar Hussain Makhdoom	B	03-08-1960
13	Mr. Atif Sajjad	B	29-11-1970
14	Mr. Muhammad Imran Akhtar	B	19-03-1969
15	Mr. M Murtaza	B	05-02-1972
16	Mr. Ihsanul Haq Alvi	B	05-04-1959
17	Mr. Abdul Rab Khan	B	04-03-1974
18	Mr. Kamran Jamshaid	B	25-07-1975
19	Mr. Imran Aslam	B	15-01-1971
20	Mr. Muhammad Muzammil Awais	B	15-12-1972
21	Mr. Muhammad Iltaf	B	15-03-1976
22	Mr. Muhammad Asif	B	06-05-1976
23	Mr. Muhammad Azhar Nizam	B	15-01-1970
24	Mr. Altaf Hussain	B	15-12-1975
25	Mr. Azhar Fareed Khan	B	19-11-1974
26	Mr. Iftikhar Mehmood	B	14-03-1975
27	Mr. Sajid Zahid Rauf	B	13-08-1979
28	Mr. Khalil Ahmed Shaikh	B	01-04-1971
29	Mr. Bilal Ahmed Sherpao	B	08-02-1977
30	Mr. Shahzad Faisal	B	13-02-1976
31	Mr. Muhammad Mudassir Siddiq	B	18-10-1976
32	Ms. Tayyaba Ahsan	B	25-10-1980
33	Mr. Ejaz Ahmed Gohar	B	14-08-1972
34	Mr. Mubashar Ahmed	B	14-12-1976
35	Mr. Jehanzeb Anwer	B	09-01-1981
36	Mr. Aziz Ullah Khan	B	10-01-1979
37	Mr. Muhammad Jawad Jamil	B	02-10-1979

38	Mrs. Uzma Ashfaq	B	01-03-1976
39	Mr. Nasrullah Khan	B	15-06-1966
40	Ms. Kanwal Akmal	B	29-12-1980
41	Mr. Muhammad Iqbal S/o Ch. Barkat Ali	B	05-03-1968
42	Mr. Asmat Ullah Panezai	B	02-10-1976
43	Mr. Muhammad Abdul Rahim	B	31-08-1979
44	Mr. Kashif Iqbal	B	31-05-1981
45	Mr. Muhammad Raza	B	19-02-1980
46	Mr. Najaf Khan Malik	B	01-09-1974
47	Mr. Abdul Basit Qureshi	B	28-06-1980
48	Mr. Ghulam e Muhammad Shaheen	B	18-07-1979
49	Mr. Khurram Naeem Khan	B	12-03-1974
50	Syed Ishtiaq-ul-Haq	B	03-09-1977
51	Mr. Sajjad Hussain	B	12-12-1975
52	Mr. Hammad Sajjid Pirzada	B	10-01-1979
53	Mr. Hidayat Ullah	B	30-07-1973
54	Mr. Usman Saif	B	31-07-1983
55	Mr. Zeeshan Majeed	B	29-05-1984
56	Mr. Rahil Ihsan Pitafi	B	06-05-1984
57	Ms. Saima Irum	B	27-11-1977
58	Mr. Sallar Naveed	B	28-03-1982
59	Mr. Iftikhar Ahmed	B	07-03-1973
60	Mr. Muhammad Asif S/o Mr. Muhammad Qasim	B	10-12-1974
61	Mr. Muhammad Hanif Zia	B	01-01-1960
62	Mr. Aurangzeb	B	11-10-1972
63	Mr. Talat Ahmed Bhutta	B	23-03-1978
64	Mr. Muhammad Fareed Sheikh	B	20-07-1983
65	Mr. Muhammad Tariq	B	02-01-1977
66	Mr. Iqbal Hassan	B	15-02-1980
67	Mr. Abdul Qadeer	B	28-02-1985
68	Mr. Mehrullah Marri	B	08-04-1986
69	Mr. Anees-ur-Rehman	B	14-01-1975
70	Mr. Imdad Ullah	B	10-04-1968
71	Mr. Asif Khalil	B	23-01-1980
72	Mr. Muhammad Iqbal S/o Mr. Muhammad Hidayat Khan	B	11-07-1966
73	Mr. Muhammad Amin	B	27-12-1961
74	Mr. Muhammad Akram	B	10-08-1977
75	Mr. Ejaz Ahmed	B	11-03-1971
76	Syed Ali	B	20-12-1975
77	Mr. Naser Hafeez Malik	B	30-01-1978
78	Mr. Kashif Parvez	B	26-05-1978
79	Ms. Shahida Sarwar	B	30-12-1968
80	Mr. Tahir Mehmood Ahmad	B	05-07-1971
81	Mr. Muhammad Qasim	B	14-08-1975
82	Khawaja Muhammad Qasim	B	04-03-1977
83	Mr. Muhammad Yasin	B	19-10-1965
84	Mr. Yasar shafiq	B	19-07-1981
85	Mr. Javed Iqbal	B	03-11-1976
86	Mr. Nadeem Khalid	B	18-04-1972
87	Mr. Muhammad Adnan	B	21-09-1974

88	Mr. Atteeq Aslam	B	25-07-1985
89	Mr. Ijaz Ahmad Lodhi	B	15-09-1973
90	Mr. Israr Hussain	B	01-01-1984
91	Mr. Muhammad Nadeem	B	04-12-1983
92	Mr. Mehmood-ul-Hassan Mir	B	14-03-1971
93	Syed Jaffar Hussain	B	21-06-1987
94	Mr. Amad Hidayat	C	30-05-1980
95	Raja Ghulam Akhmat	C	21-08-1977
96	Mr. Irfan Sarwar Janjua	C	21-11-1973
97	Mr. Naeem Hussain	C	02-09-1975
98	Mr. Muhammad Imran Aslam	C	10-12-1980
99	Mr. Liaqat Ali Soomro	C	26-11-1977
100	Mr. Noor uddin Kalhoro	C	18-05-1972
101	Mr. Muhammad Rizwan Afzal	C	23-10-1980
102	Mr. Ashraf Ali	C	01-01-1984
103	Mr. Imdad Ali	C	21-02-1979
104	Mr. Qaiser Sultan	C	11-11-1974
105	Mr. Daryafat Khan	C	02-01-1971
106	Mr. Shahbaz Mahmood	C	08-08-1981
107	Mr. Abdul Sattar	C	10-04-1966
108	Mr. Faisal Iqbal	C	13-12-1979
109	Mr. Muhammad Ramzan	C	01-01-1979
110	Mr. Siddiq-ur-Rehman	C	10-10-1981
111	Ms. Abida Shahzad	C	04-09-1979
112	Ms. Sidra Younas	C	09-11-1985
113	Syed Muhammad Afzal	C	20-01-1977
114	Mr. Majid Atta	C	30-12-1970
115	Mr. Farrukh Azam Malik	C	07-09-1987
116	Mr. Muhammad Naveed S/o Mr. M. Shafique	C	04-04-1984
117	Mr. Sohail Shahzad Hussain	C	18-02-1985
118	Mr. Muhammad Mumraiz	C	01-01-1984
119	Mr. Zaheer Abbas	C	10-09-1985
120	Mr. Nazir Ahmad	C	20-01-1984
121	Mr. Qamar Iqbal	C	05-07-1990
122	Mr. Jamal-ud-Din	C	21-07-1992
123	Mr. Naveed Ahmed S/o Muhammad Habib	C	01-01-1969
124	Mr. Muhammad Abdullah	C	20-03-1969
125	Mr. Bashir Ahmad	C	01-02-1973
126	Mr. Muhammad Saeed Shah	C	22-12-1966
127	Mr. Abdul Aziz	C	01-01-1973
128	Mr. Ali Aksar	C	01-06-1963
129	Mr. Azharul Islam Mann	C	24-05-1962
130	Mr. Muhammad Jamil S/o Mr. Muhammad Habib	C	08-12-1974
131	Mr. Fareed Ahmad	C	20-06-1972
132	Mr. Badi ur Rehman	C	12-05-1976
133	Mr. Taj Muhammad	C	02-03-1978
134	Mr. Abdul Jabbar	C	01-01-1970
135	Mr. Muhammad Umar	C	24-9-1984
136	Mr. Tariq Mahmood	D	01-10-1964
137	Mr. Muhammad Sohail Ishaq	D	10-01-1980

138	Mr. Shakeel Ahmed	D	28-12-1978
139	Mr. Muhammad Ishtiaq	D	06-01-1975
140	Mr. Muhammad Habib Khan	D	05-03-1973
141	Mr. Khalid Mahmood	D	14-10-1975
142	Mr. Muhammad Amjad	D	04-05-1981
143	Mr. Muhammad Ishraq	D	05-03-1971
144	Mr. Said Habib	D	25-02-1982
145	Mr. Allah Ditta	D	12-01-1979
146	Mr. Gulfam Masih	D	15-09-1984
147	Mr. Imran	D	16-12-1983
148	Mr. Yasir Gul	D	17-12-1974
149	Mr. Ansar Masih	D	08-05-1974
150	Mr. Zulfiqar	D	30-04-1981
151	Mr. Nasir Mahmood	D	16-12-1980
152	Mr. Qaisar-ur-Rehman	D	13-05-1981
153	Mr. Muhammad Jamil S/o Mr. Gul Muhammad	D	10-11-1980
154	Mr. Saad Ullah Khan	D	01-01-1973
155	Mr. Musa Dar	D	10-03-1981
156	Mr. Muhammad Farooq	D	04-02-1975
157	Mr. Irshad Ahmad	D	01-03-1983
158	Mr. Abdul Qayyum	D	20-09-1978
159	Mr. Aman Khan	D	01-01-1977
160	Mr. Mohsin Raza	D	15-10-1985
161	Mr. Zahid Imran	D	15-11-1983
162	Mr. Aftar Ahmad	D	02-01-1985
163	Mr. Kamran Masih	D	11-08-1987
164	Mr. Wajid Ali	D	12-05-1984
165	Mr. Muhammad Naveed Akhtar	D	01-01-1987
166	Mr. Muhammad Attique	D	02-04-1985
167	Mr. Riasat Ali	D	07-01-1978
168	Mr. Said Zaman	D	06-07-1969
169	Mr. Sabbir Hussain	D	04-10-1963
170	Mr. Waqas Rasheed	D	07-11-1988
171	Mr. Waqas Muhammad	D	12-12-1986
172	Mr. Awais Gul	D	19-06-1985
173	Mr. Ghulam Abbas	D	01-01-1968
174	Mr. Aqeel Ahmed Khalil	D	28-03-1978

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Assessment Criteria

ACQUIRING THE SERVICES OF INSURANCE COMPANIES FOR PROVISION OF GROUP LIFE INSURANCE COVERAGE TO THE EMPLOYEES OF OGRA(EMPLOYEES OF HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LAHORE, KARACHI, PESHAWAR AND QUETTA) UNDER TENDER ENQUIRY NO.15 OF 2017-18.

The Pre-qualification proposals will be evaluated as per the following criteria:

GRADING:	MARKS
Experience related to similar assignments	25
Annual Turnover (For the F.Y2015-16 & 2016 &17)	25
Managerial/Technical Capability	20
Clientage	15
Assignments in Hand (Current)	15
Total Marks	100

Note: Minimum score required to pass for Pre-qualification is 60%.