

**Sindh Insurance Limited**  
**Tender Documents**  
**Third Party Administrator for Health Insurance**

# Contents

DEFINITIONS	4-6
1 INVITATION FOR BIDS (IFB)	7
2 INSTRUCTION TO BIDDERS (ITB)	8
2.1 Correspondence Address	8
2.2 Eligible Bidders	8
2.3 Corrupt Practice	8
2.4 Preparation of Bids	8
2.4.1 Bidding Process	8
2.4.2 Cost of Bidding	8
2.4.3 Language of Bid	8
2.4.4 Technical Proposal	8
2.4.5 Financial Proposal	9
2.4.6 Bid Currencies	9
2.4.7 Bid Security	9
2.4.8 Bid Validity	9
2.5 Submission of Bids	10
2.5.1 Sealing and Marking of Bids	10
2.5.2 Response Time	10
2.5.3 Extension of Time Period for Submission of Bids	10
2.5.4 Clarification of Bidding Documents	10
2.5.5 Late Bids	10
2.5.6 Withdrawal of Bids	10
2.5.7 Cancellation of Bidding Process	10
2.5.8 Mechanism for Redressal of Grievances	11
2.5.9 Review Panel	11
2.5.10 Matters not subject to Appeal or Review	12
2.6 Opening and Evaluation of Bids	12
2.6.1 Opening of Bids bySIL	12
2.6.2 Clarification of Bids	12
2.6.3 Preliminary Examination	12
2.6.4 Supplier Evaluation Criteria	12
2.6.5 Scoring Criteria	12
2.6.6 Discussions Prior to Evaluation	14
2.7 Award of Contract	14
2.7.1 Award Criteria	14
2.7.2 SIL Right to Accept Any Bid and to reject any or all Bids	14
2.7.3 Notification of Award	14
2.7.4 Signing of Contract	14
2.7.5 Performance Security	14
2.7.6 General Conditions of Contract	15
2.7.7 Special Conditions of Contract	15
2.7.8 Integrity Pact	15
3. SCOPE OF WORK THIRD PARTY ADMINISTRATOR HEALTH INSURANCE	15
4. FINANCIAL PROPOSAL FOR THIRD PARTY ADMINISTRATOR	17
5. CONTRACT	18

5.1	Conditions of Contract	18
5.1.1	Definitions	18
5.1.2	Law Governing Contract	18
5.1.3	Notice	19
5.1.4	Authorized Representative	19
5.1.5	Taxes and Duties	19
5.1.6	Effectiveness of Contract	19
5.1.7	Expiration of Contract	19
5.1.8	Modifications or Variations	19
5.1.9	Force Majeure	19
5.1.9.1	No Breach of Contract	19
5.1.9.2	Extension of Time	19
5.1.10	Termination	20
5.1.10.1	Termination by SIL	19
5.1.10.2	Termination by Supplier	20
5.1.10.3	Payment upon Termination	20
5.1.11	Good Faith	20
5.1.12	Settlement of Disputes	20
5.1.12.1	Amicable Settlement	20
5.1.12.2	Arbitration	20
5.1.13	Data Ownership	21
5.1.14	Obligations of the Supplier	21
5.1.14.1	Conflict of Interest	21
5.1.14.2	Confidentiality	21
5.2	Special Conditions of Contract	21
5.2.1	Performance Security	21
5.2.2	Payment	21
5.2.3	Price	21
	<b>Annexure“ A” BID FORM</b>	<b>22</b>
	<b>Annexure “B” BID SECURITY FORM</b>	<b>23</b>
	<b>Annexure “C” PERFORMANCE FORM</b>	<b>24</b>
	<b>Annexure “D” INTEGRITY PACT</b>	<b>25</b>
	<b>Form of Contract</b>	<b>26-28</b>

## **DEFINITIONS**

**“Bid”** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SIL.

**“Bid with Lowest Evaluated Cost”** means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

**“Bidder”** means a person or entity submitting a bid;

**“Bidding Documents”** means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

**“Bidding Process”** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

**“Blacklisting”** means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

**“Calendar Days”** means days including all holidays;

**“Conflict of Interest”** means -

(i) Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SIL to obtain an undue benefit for himself or those affiliated with him;

(ii) Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;

(iii) Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SIL under the contract;

(iv) Where an official of the SIL engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

**“Consultant”** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

**“Consulting Services”** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

**“Contract”** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

**“Contractor”** means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

**“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;  
**“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

**“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SIL to establish prices at artificial, non competitive levels for any wrongful gain;

**“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

**“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

**“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

**“Emergency”** means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

**“Goods”** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipment, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

**“Government”** means the Government of Sindh;

**“Head of the Department”** means the administrative head of the department or the organization;

**“Lowest Evaluated Bid”** means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

**“Lowest Submitted Price”** means the lowest price quoted in a bid, which is otherwise not substantially responsive;

**“Mis-procurement”** means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010 (Amended 2019), any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

**“Notice Inviting Tender”** means the notice issued by a SIL through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

**“Open Competitive Bidding”** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

**“SIL”** means the Sindh Insurance Limited;

**“Services”** means any object of procurement other than goods or works, and includes consultancy services;

**“Substantially Responsive Bid”** means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

**“Supplier”** means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

**“Value for Money”** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SIL’s requirements.

## **1 INVITATION FOR BIDS (IFB)**

Sindh Insurance Limited (SIL) invites proposal for providing Health Insurance Services for employees of Sindh Insurance Ltd., from SECP approved companies. More details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 (Amended 2019) issued thereunder (“**SPPRA**”) which can be found at [www.pprasindh.gov.pk/](http://www.pprasindh.gov.pk/). For the purposes of this document, the any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 (Amended 2019).

(SPPRA) which can be found at [www.pprasindh.gov.pk/](http://www.pprasindh.gov.pk/)

This TD includes the following Sections:

Instructions to Bidders (ITB)

Scope of Work

Technical Proposal

Financial Proposal

Conditions of Contract

Proposals must be submitted at the below mentioned address;

Yours sincerely,

**SINDH INSURANCE LIMITED.**

Head Office  
1<sup>ST</sup>Floor, Imperial Court,  
Dr.Ziauddin Road,  
Karachi

## 2 INSTRUCTION TO BIDDERS (ITB)

### 2.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

Head HR & Admin  
SINDH INSURANCE LIMITED.  
Head Office  
1<sup>ST</sup>Floor, Imperial Court,  
Dr.Ziauddin Road,  
Karachi

### 2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rule, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

### 2.3 Corrupt Practice

1. SIL requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SIL will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010 (Amended 2019), in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.
4. All the evidences must be submitted by the bidders as described in Scoring Criteria (Section 2.6.5)

### 2.4 Preparation of Bids

#### 2.4.1 Bidding Process

This is the Single Stage – Two Envelope Procedure; a bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the FINANCIAL PROPOSAL and the TECHNICAL PROPOSAL. [SPPRA Rule 46 (2-a)]

#### 2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SIL must be written in English. [SPPRA Rule 6 (1)]

#### 2.4.4 Technical Proposal

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of



the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non responsive. All the related information of the bidders should be in accordance with the Scoring Criteria as mentioned in Scoring Criteria (Section 2.6.5) and the evidences must be provided by the bidders. If any of the evidence is missing the marks of that criteria shall not be given.

#### **2.4.5 Financial Proposal**

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SIL. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately. Standard Forms for Financial Proposal are available in Section [4].

#### **2.4.6 Bid Currencies**

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

#### **2.4.7 Bid Security**

The SIL shall require the bidders to furnish the Earnest Money @ 2% of Bidding Cost in shape of pay order or bank guarantee issued by a scheduled bank in Pakistan , which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SIL reasonable time to act, if the security is to be called. [SPPRA Rule 37]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SIL as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
  - Sign the contract in accordance with ITB Section [2.7.4]; or
  - Furnish performance security in accordance with ITB Section [2.7.5].

#### **2.4.8 Bid Validity**

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SIL; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

## **2.5 Submission of Bids**

### **2.5.1 Sealing and Marking of Bids**

Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. Envelope shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. [SPPRA Rule 46(2)]

### **2.5.2 Response Time**

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SIL at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18]

### **2.5.3 Extension of Time Period for Submission of Bids**

SIL may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SIL is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders unopened; [SPPRA Rule 22 (1)]
- If the SIL is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

### **2.5.4 Clarification of Bidding Documents**

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SIL shall respond to such queries in writing within three calendar days, provided that they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

### **2.5.5 Late Bids**

Any bid received by SIL after the deadline for submission of bids prescribed by SIL pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)] .The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

### **2.5.6 Withdrawal of Bids**

The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SIL prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

### **2.5.7 Cancellation of Bidding Process**

1. SIL may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SIL shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 – 1); [SPPRA Rule 25 (2)]

3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SIL shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

### **2.5.8 Mechanism for Redressal of Grievances**

SIL has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SIL during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SIL shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SIL. [SPPRA Rule 31(5)]

SIL shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

### **2.5.9 Review Panel**

The Authority shall maintain a list of Review Panellists for the purpose of reviewing a bidder's complaint. The Panellist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)] and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Chief Secretary. Each panel shall have a minimum of 3 members, one from each of the groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

The specialists shall be paid remuneration for their services as determined by the Authority from time to time with the approval of the Chief Secretary. [SPPRA Rule 32(4)]

### 2.5.10 Matters not subject to Appeal or Review

The following actions of the SIL shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SIL; [SPPRA Rule 33 (1)]
- Decision by the SIL under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

## 2.6 Opening and Evaluation of Bids

### 2.6.1 Opening of Bids by SIL

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

### 2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SIL may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

### 2.6.3 Preliminary Examination

SIL will examine the bids to determine whether the bids are complete and the documents have properly been signed and whether the bids are generally in order.

SIL may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SIL.

If a bid is not substantially responsive, it will be rejected by SIL and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### 2.6.4 Supplier Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)]SIL will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

### 2.6.5 Scoring Criteria

SIL shall evaluate Technical Proposals using the following scoring criteria.

S. No	Descriptions	Total Marks	Marks Obtained	Remarks	Mandatory Evidence As Annexures
1	Third Party Administration Health Insurance Premium Portfolio	20		Rs. 100 Million & above	Party-wise Insurance Premium Portfolio Annexure-A
		15		Rs. 50 Million to Rs. 99 Million	
		10		Rs. 10 Million to Rs. 49 Million	
2	Number of Corporate Health Insurance Clients	20		08 & above	Corporate Clientele List As Annexure-B
		15		05 to 07	
		10		02 to 04	

3	Experience (Third Party Administration) of Health Insurance	10		05 years & above	TPA License issued by SECP As Annexure-C
		7		03 years to 04 years	
		5		01 year to 02 years	
4	Hospitals on Panel	15		200 & above	List of Hospitals on Company's Letterhead As Annexure-D
		10		150 to 199	
		7		100 to 149	
5	Numbers of Doctors	10		03 & above	List of Doctors on Company's Letterhead As Annexure-E
		5		2	
6	24 Hours Hotline & Call Centre Facility	15		Both	List of Hotline & Call Centre Numbers on Company's Letterhead As Annexure-F
		10		Any one	
7	Paid up Capital	10		Rs. 100 Million & above	Auditor's Certificate or Form-A As Annexure-G
		5		Rs. 50 Million to 99 Million	
<b>Total Marks</b>		100		<b>Qualified / Disqualified</b>	

**Mandatory to Enclose**

Evidences of all the above descriptions are mandatory. If any of the mentioned documents is missing as per above scoring criteria at the time of bid opening, no marks shall be given for that description and such document will not be accepted by the procurement committee.

Following mandatory documents must be attached (If any of the following is not provided, the bidder shall be disqualified)

- a) Company profile
- b) Complete details of registered office.
- c) Details of authorised person(s)
- d) Bio-Data of key Personnel(s)
- e) Valid TPA License
- f) Affidavit from Authorised Person of the company that the company has never been blacklisted by any Government Procuring Agency (Authority Letter to be attached as well)
- g) NTN & SRB Registration Certificates

**Note**

- Acquiring of 70% marks of the total score will qualify the bidder for participating into Financial Bid Opening

## **2.6.6 Discussions Prior to Evaluation**

If required, prior to evaluation of the Technical Proposal and Financial Proposal, SIL may, within 2 working days of receipt of the Technical and Financial Proposals, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the Technical Proposal submitted by that Bidder.

## **2.7 Award of Contract**

### **2.7.1 Award Criteria**

Subject to ITB Section [2.7.2], SIL will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **2.7.2 SIL's Right to Cancel the Bidding Process**

SIL reserves the right to cancel the bidding process and reject all Bids at any time prior to Acceptance of Bid, without thereby incurring any liability to the Bidder(s) [SPPRA Rule 25]

### **2.7.3 Notification of Award**

Prior to the expiration of the period of bid validity, SIL will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SIL will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

### **2.7.4 Signing of Contract**

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SIL particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Head Office SIL, Karachi, within 10 Days of award of contract.

### **2.7.5 Performance Security**

Within 15 DAYS of receipt of the notification of award from SIL, the successful Bidder shall furnish to SIL the Performance Security of 5 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or SIL guarantee issued by a reputable commercial bank, acceptable to SIL, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SIL may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure "C" shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SIL and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.

### 2.7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this TD.

### 2.7.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [5.2] of this TD.

### 2.7.8 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with SIL. *[Specimen is attached in Annexure "D"]*[SPPRA Rule 89]

## 3. SCOPE OF WORK / THIRD PARTY ADMINISTRATOR FOR HEALTH INSURANCE

Sindh Insurance Limited requires to provide Third Party Administration Services for Health Insurance to the employees and their dependants of its clients from SECP approved companies as per the given details:

### **Scope of Work – Health Third Party Administrator**

#### **Duties of TPA**

TPA shall perform the following third party administrator services (the "Services") in accordance with the Service Level Agreement.

1. TPA shall perform the following services for the CLIENT ("Sindh Insurance Limited"):

#### **1.1 Documents Scanning**

TPA will scan all the claims received from the CLIENT and upload them into system. These documents will be available to the CLIENT for retrieval.

#### **1.2 Policy Administration Services**

##### **a- Assistance for issuance of Standard Policy and Endorsement documents**

TPA shall assist in the maintenance of an up to date database containing details of the Policy Holders and covered persons on the basis of the underwriting data providing by CLIENT and other information submitted electronically via Data Sharing Form by CLIENT. Ownership of such a-data fully rests with CLIENT.

##### **b- Call Center Services for Policy Administration**

TPA shall provide call center service to the covered member of CLIENT for:

- Employee status and individual coverage.
- Basic policy coverage and exclusions.
- Status of utilization.
- Pre-Authorized approval.

#### **1.3 Utilization Management**

##### **a- Preauthorization and Benefit Approval Review**

- Prior to pre-authorization of all inpatient services and specific outpatient services and supplies. TPA will review the request for pre-authorization to determine whether requested benefits are payable based on the coverage Plan provision and eligibility.
- TPA shall respond to pre-authorization request. Pre-authorization request will be received from network hospital. The timeline for the aforementioned written feedback will be extended after working hours/public holidays to 24 hours.
- All special facilitation outside the scope of the policy coverage will be entertained after receiving written request from the authorized personnel of CLIENT.
- **Medical Management Review**

In order to determine whether or not a requested medical treatment is covered under the Health Insurance policy, TPA may use the guidelines and parameters.

Based on this medical management review, in addition to benefit approval review, TPA may authorize or deny the Coverage benefits. A denial of authorization in no way means denial of treatment.

## **b- Claims Processing**

### **Reimbursement Claims:**

- Claims documents for covered benefits must be submitted by each covered person on the Personalized Claim Forms. TPA will determine whether benefit is payable under the Plan provisions and eligibility.
- In applying the Plan's provisions, TPA will use claim procedures and standards that are developed for benefit of claim determination. CLIENT will delegate to TPA the discretion to determine whether a benefit is payable or not in accordance with the policy terms, conditions and exclusions.
- TPA will follow the Turn Around Time (TAT).
- TPA will follow the checklist for all reimbursement and Panel Claims.

### **Network Claims:**

- Claim payments for health care services rendered by Network Providers will be equal to the amounts the Network Providers agreed to accept in the contractual arrangements with CLIENT, governing their participation in the Provider Network.
- TPA will evaluate the said claims on the basis of documents provided and has the right to reject a claim in case of mismanagement of preauthorization and other discrepancies found in the treatment provided in view of the policy restrictions.
- TPA will follow the Turn Around Time (TAT).

## **c- Claims Payment**

- TPA will maintain fund of Rs. 5 million in clients' ledger at all time for payment of approved inpatient and reimbursement medical claims.
- TPA will maintain such record for reconciliation and checking of record by the authorized representative of client.
- TPA shall provide reconciliation figure with details of the balance at every relinquish of the fund.
- TPA will make payment of all hospitalized claims to Network Hospitals after approval from client as per agreed schedule.
- TPA will forward paid claims along with complete documentation to the Company within five days of the payment and quarterly balance reconciliation will be shared by TPA at the end of each quarter within five days of close of each quarter.
- The authorization is given only for the necessary treatment, cost of the ailment covered and mentioned in the request for hospitalization. Non covered items like Telephone usage, relative food, hospital registration fees etc. must be collected directly from the covered. Any Investigation carried out at the request of the patient but not forming the necessary part of the treatment also must be collected from the patient. Any treatment charges that are not pre-authorized by Insurance company / TPA client(s) under the covered policy shall not be billed to Insurance company. The hospital will be responsible to collect it from the patient.
- Once the authorization is issued, and the treatment started, Insurance company/ TPA client(s) will not revoke or cancel the guarantee of payment.
- The Insurance company/ TPA client(s) shall make deductions as they deem appropriate, subject to the following:
  - a- Claims are submitted late i.e. after the maximum time limit of 60-90 days.
  - b- PROVIDER transfers or refers any patient of Insurance company / TPA client(s) to any other hospital /clinic etc. for any reason whatsoever without obtaining prior written approval.
  - c- PROVIDER over-charges in the invoice(S) of Insurance company / TPA client(s) claims, against mutually agreed prices.
  - d- Claims or summary statement are incomplete or without any supporting documents like patient Health card/ CNIC / CNIC copy / invoices / laboratory / X-RAY investigation reports, medical reports of if the claims / invoices / reports show altered overwritten tampered figures / notes etc.
  - e- Any services such as CT scan, MRI, bronchoscopy or endoscopy during admission are performed without preauthorization from TPA. However, in emergency these procedures can be carried out without preauthorization.
  - f- Claim forms are not signed by treating doctor with his/ her stamp on it.
  - g- Claim is not acknowledged by patient, is not signed by him or his guardian.



- h- The Insurance company/ TPA client(s) undertakes to review and consider the rejected / disrupted / returned claims with in (30) thirty day, after receiving the same from the PROVIDER and if the said claims are again found to be non-payable, the same will be finally sent back to the Hospital by TPA with a covering letter detailing reasons.

**Client Servicing:**

- a- Call centre service (09am to 05pm) for claim queries.  
b- Hotline service 24/7 hrs to facilitate patient for panel hospital.

**4 FINANCIAL PROPOSAL OF THIRD PARTY ADMINISTRATOR FOR HEALTH INSURANCE**

**PRICE SCHEDULE**

**(Applicable for the year \_\_\_\_\_)**

Name of Bidder \_\_\_\_\_

**Amount of Bid**

Gross Premium per year                      Rs. **70,000,000**

Rate at %    \_\_\_\_\_

Net Services Charges per year Rs. \_\_\_\_\_

**Note**

1. The above rates quoted are exclusive of taxes.
2. In addition to above also include detail of quotations, terms & condition, procedure to avail benefits and list of exclusions.
3. The contract may be extended for a period of three years more on the same rates / terms & condition on mutual understanding.

Signature & Stamp of Bidder \_\_\_\_\_

## **5. Contract**

### **5.1 Conditions of Contract**

#### **5.1.1 Definitions**

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010 (Amended 2019).

“Procuring Agency” or “PA” means SiL Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

#### **5.1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

### **5.1.3 Notice**

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

### **5.1.4 Authorized Representative**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SIL or the Supplier may be taken or executed by the officials.

### **5.1.5 Taxes and Duties**

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

### **5.1.6 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

### **5.1.7 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC. The contract may be extended for a period of three years more on the same rates / terms & condition on mutual understanding.

### **5.1.8 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

### **5.1.9 Force Majeure**

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

#### **5.1.9.1 No Breach of Contract**

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **5.1.9.2 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

## **5.1.10 Termination**

### **5.1.10.1 Termination by SIL**

The SIL may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SIL shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SIL may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SIL has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SIL, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

### **5.1.10.2 Termination by the Supplier**

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SIL, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SIL fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.
- b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **5.1.10.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SIL shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

## **5.1.11 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **5.1.12 Settlement of Disputes**

### **5.1.12.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

#### **5.1.12.2 Arbitration**

If the SIL and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

#### **5.1.13 Data Ownership**

The data in the implemented Computer System shall at all times remain the exclusive property of SIL. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SIL upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

#### **5.1.14 Obligations of the Supplier**

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SIL, and shall at all times support and safeguard the SIL legitimate interests in any dealings with Sub-Suppliers or third Parties.

##### **5.1.14.1 Conflict of Interest**

The Supplier shall hold the SIL's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

##### **5.1.14.2 Confidentiality**

Except with the prior written consent of the SIL, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

#### **5.2 Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

##### **5.2.1 Performance Security**

The amount of performance security shall be ten (5 %) percent of the Contract Price

##### **5.2.2 Payment**

The payment to be made to the Supplier / Service Provider under this Contract shall be made in accordance with the payment schedule as shall be agreed between SIL and the Supplier / Service Provider.

- a. All advance payment will be made against valid guarantee(s).
- b. SIL will effect payment within 15 days on satisfactory delivery of services, upon submitting the invoice under above conditions.

##### **5.2.3 Price**

Schedule of prices shall be as fixed in the Contract.

Annexure "A"

**BID FORM**

Dated: \_\_\_\_\_, 2022

To,

SINDH INSURANCE LIMITED.  
Head Office  
1<sup>ST</sup>Floor, Imperial Court,  
Dr.Ziauddin Road,  
Karachi

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of

Rs. \_\_\_\_\_ [total bid amount in words and figures].

We undertake, if our Bid is accepted, to provide \_\_\_\_\_ (Name of the supplied / service item), that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: -

- a. Country \_\_\_\_\_
- b. Country \_\_\_\_\_

If our Bid is accepted, we will obtain the Bank Guarantee in a sum equivalent to ten percent (10%) of the Contract Price for the due performance of the Contract, in the form prescribed by SIL. (Do mention, if this document have already been provided)

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

**Name & Address of Agent**

**Amount and Currency**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(If none, State none)**

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the Capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Annexure “B”

**BID SECURITY FORM**

Whereas \_\_\_\_\_ [name of the Bidder] has submitted its bid dated \_\_\_\_\_ [date of submission of bid] for providing Health Insurance Service.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto SIL (hereinafter called “the Purchaser”) in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the SIL binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said SIL this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the SIL during the period of bid validity:
  - a. fails or refuses to execute the Contract, if required; or
  - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the SIL not later than the above date.

*[Signature and Seal of the Bank]*

Annexure “C”

**PERFORMANCE SECURITY FORM**

To,

SINDH INSURANCE LIMITED.  
Head Office  
1<sup>ST</sup>Floor, Imperial Court,  
Dr.Ziauddin Road,  
Karachi.

WHEREAS \_\_\_\_\_ [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract/Agreement dated \_\_\_\_\_ 2022 and Bid Form dated \_\_\_\_\_ to \_\_\_\_\_ [Names of the supplied items] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the bidding document and the contract:

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

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_2022.

**Signature and Seal of the Guarantors**

**Name of Bank**

**Address**

**Date**



**Annexure “D”**

**Integrity Pact**

**Declaration of Fees, Commissions and Brokerage etc Payable by the Suppliers of Services Pursuant To Rule 89 Sindh Public Procurement Rules Act, 2010 (Amended 2019)**

\_\_\_\_\_ [the Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any istrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, \_\_\_\_\_ [the Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ [The Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ [The Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, \_\_\_\_\_ [the Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by \_\_\_\_\_ [the Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

**For and on behalf of**

\_\_\_\_\_

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

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

**CNIC No:** \_\_\_\_\_

## Annexure-E

### *Form of Contract*

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Insurance Limited, and \_\_\_\_\_, individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is \_\_\_\_\_ 2022.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
  - Trade secrets;
  - Financial information, including pricing;
  - Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
  - Business information, including operations, planning, marketing interests, and products;
  - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
  - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
  - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
  - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
  - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation "confidential" or any similar designation is used.
4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:
  - Any use of Confidential Information in violation of this agreement; and/or

- Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
    - Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
    - Make copies of documents containing Confidential Information.
  6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
    - Was known to the Recipient before receipt from the Discloser;
    - Is or becomes publicly available through no fault of the Recipient;
    - Is independently developed by the Recipient without a breach of this Agreement;
    - Is disclosed by the Recipient with the Discloser's prior written approval; or
    - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
  7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".
  8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires after 5 years from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.
  9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.
  10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
  11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
  12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which

taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.

13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

**Sindh Insurance Limited**

**1<sup>st</sup>Floor, Imperial Court,**

**Dr.Ziauddin Road, Karachi**

\_\_\_\_\_

**Company Name** \_\_\_\_\_

**Registered Address** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Title:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Stamp

**Name:**

**Signature:**

**Title:**

**Date:**

Stamp