



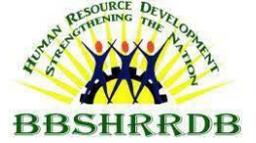
BID DOCUMENT

HEALTH INSURANCE SERVICES FOR EMPLOYEES OF BBSHRRDB

Benazir Bhutto Shaheed Human
Resource Research & Development
Board

Universities & Board Department,
Government of Sindh

5th Floor Statelife Building #3
Dr. Ziauddin Ahmed Raod
Karachi. www.bbshrrdb.gos.pk



BID DOCUMENT

HEALTH INSURANCE FOR THE EMPLOYEES (AND THEIR DEPENDENTS) OF BENAZIR BHUTTO SHAHEED HUMAN RESOURCE RESEARCH & DEVELOPMENT BOARD

Procuring Agency: Benazir Bhutto Shaheed Human Resource Research & Development Board

Ref No: Proc/BBSHRDB/Admin/1-1/2026/2026/102

Bid Document Issuance Date from the Publication of Notice: 26th February, 2026.

Bid Document Issuance Fee: PKR 2,000/-(Non-Refundable).

Bids Submission Date and Time: 25th March 2026 at 12:00 PM

Bids Opening Date and Time: 25th March 2026 at 12:30 PM

Bids Issuance, Submission: SPPRA EPADS System (<https://sindh.eprocure.gov.pk>)

Bid Opening Venue: Committee Room of Benazir Bhutto Shaheed Human Resource Research & Development Board 5TH Floor Statelife Building # 3 Dr. Ziauddin Ahmed Road, Karachi.



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Universities & Boards Department, Government of Sindh



NOTICE INVITING TENDER

Benazir Bhutto Shaheed Human Resource Research and Development Board (BBSHRR&DB) invites bids from eligible interested Bidders registered on SPPRA EPADS for below mentioned Service under SPP Rules, 2010 (amended 2019).

S#	Tender Title	Tender Fee	Selection Method/Procedure	Bid Security	Remarks
1	Health Insurance Service for employees of BBSHRRDB	Rs.2000	Single stage – two envelope procedure, Rule-46(2), of SPP Rules, 2010 (amended 2019)	2%	Complete detail along with specification and requirement is given in tender document.

Bidding shall be conducted through National Competitive Bidding in accordance with the Sindh Procurement Rules, 2010 (as amended), and is open to all eligible bidders. The bidding documents may be obtained from the office of Deputy Director (Procurement), BBSHRRDB, during office hours within fifteen (15) days from the date of publication, upon submission of a non-refundable Pay Order/Demand Draft of PKR 2,000/- in favor of Secretary, BBSHRRDB. Alternatively, the bidding documents may be downloaded from the BBSHRRDB website or SPPRA EPADS, in which case proof of payment shall be uploaded with the Technical Proposal through EPADS, and the original Pay Order/Demand Draft shall be submitted prior to bid opening.

The procurement shall be conducted under the Single Stage – Two Envelope Procedure, as prescribed under the Rule-46 (2) of Sindh Procurement Rules, 2010 (as amended). Bidders shall submit separate online Technical and Financial Proposals through the EPADS system, in accordance with the instructions provided in the Bidding Documents. The Financial Proposal shall include a scanned copy of the bid security amounting to two percent (2%), in the form of a Pay Order or Demand Draft in favor of Secretary, BBSHRRDB. The successful bidder shall be required to submit the original bid security prior to award of contract.

Bidders are required to submit/upload their bids along with all requisite supporting documents through EPADS before **25th March, 2026 at 12:00 noon**. The bids shall be opened on the same date at **12:30 PM**. by the Procurement Committee of BBSHRRDB, in accordance with the Sindh Procurement Rules, 2010 (as amended). In case of a public holiday or any unforeseen circumstances, the bids shall be received and opened on the next working day at the same scheduled time.

Bids shall remain valid till 90 days from the date of bid opening. BBSHRRDB will not be responsible for any cost or expense incurred by bidding firms and reserves the rights to accept/reject any offer/proposal as per SPP Rules 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal as mandated under Rule-25(i) of SPP Rules, 2010.

DEPUTY DIRECTOR (PROCUREMENT)

Benazir Bhutto Shaheed Human Resource Research and Development Board,
Universities & Boards, Government of Sindh.
5th Floor, State Life Building No.3, Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99201005-7 Website: bbshrdb.gos.pk



INSTRUCTION TO BIDDERS INTRODUCTION

1. Scope

- 1.1 Provision of comprehensive medical coverage to the employees and their dependents according to their category for a period of **12 MONTHS (1 YEAR)**. Benazir Bhutto Shaheed Human Resource Research & Development Board (BBSHRRDB) ***'hereinafter referred to as the procuring agency'*** intends to solicit bids "HEALTH INSURANCE FACILITIES FOR THE EMPLOYEES AND THEIR DEPENDENTS" as specified in Technical Specifications/Schedule of Requirements attached ***'hereinafter referred to as the services'***. Successful bidder shall be an independent service provider liable and able to provide all the services including ancillary services as required under the contract. All arrangements will be the responsibility of the successful bidder/ service provider (please refer to the schedule of requirements for further details).
- 1.2 The bid shall be completed and submitted to the procuring agency strictly in accordance with the Instructions to Bidders, the EPADS system requirements, and the procurement rules and regulations framed under the Sindh Procurement Rules, 2010 (as amended)."

2. Eligible Bidder

- 2.1 The invitation for bid is open to all bidders registered with the EPADS system, Income, Sales, and Services Tax Department.

3. Cost of Bidding

- 3.1 The bidder shall bear all costs associated with the preparation and submission of its bid, and the procuring agency will not be responsible or liable for those costs.

4. Joint Ventures.

- 4.1 Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:
- The leading partner should have experience of Five years in 'Health Insurance' and having sufficient capability of turn over.
 - The bid, and in case of successful bid, the contract form, shall be signed by all so as to be legally binding on all the partners.
 - One of the partners shall be authorized to be in charge; and the Board shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
 - The partner in charge shall be authorized to incur liabilities, receive payments, and receive instructions for and on behalf of any or all partners of the joint venture.
 - All partners of the joint venture shall be liable jointly for execution of the



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- Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above, as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- f. A copy of the agreement entered the joint venture must be provided by the joint venture partners and shall be submitted with the Bid.

5. Assurance

- 5.1 The successful bidder will be required to provide satisfactory assurance of its ability and intention to provide the requisite "SERVICES", within the time as mutually agreed in the agreement.



BIDDING DOCUMENT

6. Contents of Bidding Document

- 6.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bid documents include:
- Instructions to Bidders
 - Technical Specifications
 - Bid Form
 - Schedules:
Schedule-A: Conditions of Contract
Schedule-B: Price Schedule.
 - Bid Security Form.
 - Performance Security Form.
 - Form of Contract Agreement
 - Appendices.
- 6.2 The bidder is expected to examine the instructions, forms, terms & conditions in the bid document. Failure to furnish information required under this document or submission of bid not substantially responsive to the bid document in every respect may result in the rejection of the bid.

7. Clarification of Bidding Document

- 7.1 The prospective bidder requiring any further information or clarification regarding the bid document may notify the procuring agency in writing at the following address, and the procuring agency will respond in writing to such request for clarification of bid document received in accordance with Rule-23(1) of SPP Rules, 2010.

8. Amendment of Bidding Document

- 8.1 At any time prior to the deadline for submission of bid, the procuring agency may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding document through an amendment.
- 8.2 The amendment, where issued, shall be part of the bid document, pursuant to Clause 8.1, will be notified in writing, to the prospective bidders who receives the bidding document, and will be binding on him. Bidder is required to acknowledge receipt of such amendment to bid document.
- 8.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the procuring agency may, at its discretion, extend the deadline for the submission of bid.



BID PREPARATION

9. Language of Bid.

- 9.4 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the procuring agency shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, English translation shall govern.

10. Documents Comprising the Bid.

- 10.1 The evaluation of Bid submitted shall be inclusive of, but not limited to, the following factors:
- a. Bid Form: The Bidder shall complete the Bid Form in accordance with Clause 12.
 - b. Price Schedule: The Bidder shall complete the appropriate price schedule provided in the bid document for one or all the items as mentioned therein in accordance with Clauses 12 and 13.
 - c. The bidder shall furnish bid security in accordance with Clause 14 with the supporting document.

11. Bid Form.

- 11.1 The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules provided in the bidding documents.

12. Bid Prices.

- 12.1 The bidder shall complete Schedule-B for all or any one of the items on which he wants to quote rate as per the instructions contained in this document.
- 12.2 Prices quoted in the price schedule for the "SERVICES" should be entered in the following manner:
- a. The price of the "SERVICES" will be quoted for SINDH inclusive of after sale "SERVICES" at the address provided in Schedule-A.
 - b. Bidders shall quote rate for one or more items in Schedule-B and should write nil against item not quoted.
 - c. The blank or partially/conditionally filled Schedule-B of any item is considered *non-competitive for the specific item.
 - d. The price is to be submitted in Pak Rupees (PKR) only and should include all taxes.
- 12.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.



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13. Bid Currencies

- 13.1 Prices shall be quoted in Pak Rupees (PKR).

14. Bid Security

- 14.1 Pursuant to Clause-10(c), the bidder shall furnish, as part of bid, a bid security is **2%** of the total amount.
- 14.2 Bid security shall be denominated in Pak Rupees and shall be in shape of Call Deposit Receipt (CDR) in favor of Secretary-BBSHRDB.
- 14.3 The bid not secured in accordance with Clauses-14.1 and 14.2 above may be liable to rejection by the procuring agency as non-responsive.
- 14.4 An unsuccessful bidder's bid security will be released or returned as promptly as possible upon award of the Contract.
- 14.5 The bidder's bid security will be returned, upon the bidder's executing the contract, pursuant to Clause 32, and after providing the performance security, unless mutually agreed to otherwise.
- 14.6 Bid security may be forfeited if the bidder requests to withdraw the bid after opening but within the bid validity period; or successful bidder fails to furnish performance security; or successful bidder fails to sign the contract; or a bidder does not accept the correction of the quoted amount following the correction of arithmetic errors; or a bidder has been found blacklisted by any agency of Federal or Provincial Government.

15. Period of Validity of Bid

- 15.1 The bid shall remain valid for ninety (90) days from the date of bid closing prescribed by the procuring agency, pursuant to Clause 18.
- 15.2 Notwithstanding Clause 15.1 above, the procuring agency may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 14.1 shall also be suitably extended. The bidder may refuse the request without forfeiting its security. The bidder will not be permitted to modify its bid for an extended period.

16. Format and Signing of Bid

- 16.1 The bidder shall submit dully filled original bid document, each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
- 16.2 Prescribed Bid Form and Schedules shall be used wherever applicable. The original



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bid shall be signed by the bidder, or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid where entries and amendments have been made shall be initialed by authorized person signed the bid.

- 16.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

17. Sealing and Marking of Bid

- 17.1 Bidder must read all the contents of NIT as well as Bidding Document and understand all the requirements.
- 17.2 Bidder must ensure that the Bid Form is filled in all respect, without any confusion.
- 17.3 The Bid Form(s) shall be attached in the Financial Proposal. However, a copy of the same shall be inserted in the Technical Proposal after hiding the amount.
- 17.4 The Bid Security shall be uploaded EPADS System as per procedure.
- 17.5 There should not be any over-writing, double writing, crossed, additional conditions.
- 17.6 Rates are to be quoted clearly in digits as well as in words.
- 17.7 Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
- 17.8 Bids shall be submitted on (EPADS) in accordance with Rule 46(2) Single stage – Two Envelope Procedure.
- 17.9 Bidder shall follow the procedure of uploading Technical and Financial proposals from their official ID of EPADS.
- 17.10** Bidder shall examine the Bid Evaluation Criteria and insert appropriate documents accordingly. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected / non-responsive.
- 17.11 Closing time for submission of bid is **16th February 2026**.
- 17.12 Bidders shall submit their bids exclusively through their official firm-registered EPADS (e-DP) user ID. Only electronic bids submitted through the EPADS system shall be accepted. Bids submitted from any other user ID or through any mode other than EPADS shall not be entertained
- 17.13 Each Bidder shall submit only ONE bid either by itself, or as a partner in a joint venture. Alternative bids will not be Accepted.

18. Deadline for Submission of Bid

- 18.1 The bid must be received by the procuring agency under Clause-17.3(a)(b) above.
- 18.2 The procuring agency may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 8, in which case all rights and obligations of the procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.



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19. Late Bid

19.1 The bid received by the procuring agency after deadline for submission of bid prescribed by the procuring agency, pursuant to Clause 18, will be rejected and returned unopened to the bidder.

20. Modification and Withdrawal of Bid

20.1 The Bidder can modify and withdraw the Bid. The bidder can log in with their official firm EPADS ID and upload revised Technical and/or Financial Proposals. The system only considers the last submitted bid before the deadline.

20.2 Only the official EPADS user ID of the firm can modify or withdraw the bid. All actions are logged automatically in EPADS. The bidder should ensure all supporting documents remain consistent after modification.

20.3 The bid may not be modified after the deadline for submission of bid.

20.4 The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security, pursuant to Clause 14.6.



OPENING AND EVALUATION OF BID

21. Opening of Bid

- 21.1 The bid shall be opened, on the same date after passage of at least 30 minutes after the submission deadline, by the procuring agency in the presence of the bidders' representatives who choose to attend at the time and date specified in Clause 18.1, at the office of the procuring agency, given in Clause 17.3(a). Bidders' representatives who would attend shall mark their attendance evidencing their attendance.
- 21.2 The bidder's name, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the procuring agency, at its discretion, may consider appropriate will be announced and recorded at the opening of technical bids subject to the governed procurement rules and regulations.
- 21.3 Bids shall be awarded as per Rules-38 and 49 of SPP Rules, 2010.

22. Clarification of Bid

- 21.4 To assist in the examination, evaluation and comparison of bid, the procuring agency may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in price or substance of the bid shall be sought, offered or permitted.

23. Determination of Responsiveness of Bid

- 23.1 Prior to the detailed evaluation of the bid, pursuant to Clause 25, the procuring agency will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:
- meets the eligibility criteria specified in Clauses 2
 - has been properly signed on the Bid Form;
 - is accompanied by the required Securities and these Securities are valid and in good order;
 - the technical specifications should meet the major technical criteria as specified in Technical Specifications/Technical Bid Form of this document;
 - is otherwise complete and generally in order;
 - conforms to all the terms, conditions and Specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one that:
 - affects in any substantial way the services scope, quality or performance; or
 - Limits in any substantial way, inconsistent with the bidding documents, the procuring agency's rights or the bidder's obligations under the Contract.
- 23.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.



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- 23.3 The bid determined as not substantially responsive will be rejected by the procuring agency and may not subsequently be made responsive by the bidder by correction or withdrawal of the non-conforming deviation or reservation.
- 23.4 The procuring agency may waive any minor informality or non-conformity or irregularity in the bid.

24. Evaluation and Comparison of Bids

- 24.1 The procuring agency will evaluate and compare the bids previously determined to be substantially responsive, pursuant to Clause 23, as stated herein.

25. Basis of Evaluation and Comparison of Bid

- 25.1 The Bids of only those bidders who are substantially responsive to the requirements of the bidding document will be considered for evaluation in accordance with technical evaluation criterion. The evaluation and comparison of bids will be done on quality and price basis. The contract will be awarded to those Bidders who are technically qualified as per the technical evaluation criteria and who's evaluated bid price is the lowest as per applicable procurement rules.

26. Contacting the Procuring Agency

- 26.1 Any effort by a bidder to influence the procuring agency in its decisions in respect of bid evaluation, or contract award will result in the rejection of the bidder's bid.

27. Procuring Agency's Right to Accept the Bid or Reject the Bid

- 27.1 The procuring agency reserves the right to reject the bids pursuant to Rule-45 of SPP Rules, 2010 and may annul the bid process at any time prior to award of contract, without thereby incurring any liability to the bidder as per Rule-25 of SPP Rules, 2010.



AWARD OF CONTRACT

28. Post-qualification and Award Criteria.

- 28.1 The procuring agency will determine to its satisfaction whether the bidder has offered the "SERVICES" at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the contract and in doing so, may allow the bidder to make up any shortcoming in the bid which does not negatively impact the performance and financial value of the "SERVICES" to be provided.
- 28.2 An affirmative determination will be prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid.
- 28.3 Subject to Clause-26 above, the procuring agency will award the contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the procuring agency, provided further that the bidder is determined to be qualified to satisfactorily perform the contract.

29. Procuring Agency's Right to Vary Quantities at Time of Award

- 29.1 The procuring agency reserves the right at the time of award of contract to increase or decrease the quantity of the "SERVICES" to be procured, without any change in unit prices or other terms and conditions subject to the applicable procurement rules.

30. Notification of Contract Award

- 30.1 Prior to expiration of the period of bid validity, the procuring agency will notify the bidder in writing by registered letter that its bid has been accepted and the same will be also notified through EPADS system. This letter is termed as Acceptance Letter.
- 30.2 The notification of award will constitute the formation of a contract, until the contract has been affected pursuant to Clause-33 below.

31. Signing of Contract

- 31.1 After the acceptance of performance security, if applicable, by the procuring agency, the procuring agency may send to the successful bidder a formal agreement format incorporating all the terms and conditions herein.
- 31.2 Within seven (7) days of the receipt of such formal agreement, the bidder/ service provider shall sign the same and return it to the procuring agency.
- 31.3 The contract may be renewed for next year on mutual consent of both the parties



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on annual basis, maximum up to three years with the annual increase of 10% subject to satisfactory performance.

32. Performance Security

- 32.1 Upon the receipt of the acceptance letter from the procuring agency, the successful bidder shall deposit **5%** performance security in the form of bank guarantee or pay order as provided under Rule-39 of SPP Rules, 2010.

33. Income, General Sales, and Services Taxes

- 33.1 The procuring agency may make inquiries on income tax to the concerned authorities of Income Tax and (If Applicable) General Sales Tax Department, Government of Pakistan or Sindh Sales Tax.



GENERAL CONDITIONS OF CONTRACT

1. Definitions

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

- a. **Contract** means the agreement entered into between the procuring agency and the service provider (successful bidder), as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b. **Contract Price** means the price payable to the service provider under the contract for the full and proper performance of its contractual obligations.
- c. **EPADS** meant the e-Pak Acquisition and Disposal System (EPADS) is the new centralized digital procurement platform introduced by the Sindh Public Procurement Regulatory Authority (SPPRA)
- d. **Services** means all the health insurance facilities and related ancillary services which the service provider is required to offer to the procuring agency under the contract
- e. **GCC** means General Conditions of Contract
- f. **SCC** means Special Conditions of Contract
- g. **Procuring Agency** means the organization purchasing or hiring the services, as named in SCC
- h. **Procuring agency's country** is the country named in SCC
- i. **Service Provider** means the firm offering the services under this contract
- j. **Project Site** means the place or places named in SCC
- k. **Day** means calendar days



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2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

3. Country of Origin

3.1 All the goods and services supplied under the contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.

3.2 For purposes of this Clause, origin means the place where the goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the service provider.

4. Services Supplied/ Offered

4.1 The services supplied under this contract shall conform to the standards mentioned in the technical specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the goods' country of origin. Such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information; Inspection and Audit by the Government

5.1 The service provider shall not, without the procuring agency's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the procuring agency in connection therewith, to any person other than a person employed by the service provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The service provider shall not, without the procuring agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for contract performing purposes.

5.3 Any document, other than the contract itself, enumerated in GCC Clause 5.1 shall remain the property of the procuring agency and shall be returned (all copies) to the procuring agency on completion of the service provider's performance under the contract if so required by the procuring agency.

5.4 The service provider shall permit the procuring agency to inspect the service provider's accounts and records relating to the performance of the service provider and to have them audited by auditors appointed by the procuring agency, if so required.

6. Patent Rights



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- 6.1 The service provider shall indemnify the procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof in the procuring agency's country.

7. Performance Security

- 7.1 Within **seven (07) days** of receipt of the notification of contract award, the successful bidder shall furnish to the procuring agency the performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the procuring agency as compensation for any loss resulting from the service provider's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the contract acceptable to the procuring agency and shall be in one of the forms of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the procuring agency's country, in the form provided in the bidding documents or another form acceptable to the procuring agency.
- 7.4 The performance security will be discharged by the procuring agency and returned to the service provider not later than twenty-eight (28) days following the date of completion of the performance obligations under the contract.

8. Inspection and Tests

- 8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the services and goods offered to confirm their conformity to the contract specifications at no extra cost to the procuring agency. The procuring agency shall notify the service provider in writing, in a timely manner, of identity of any representatives retained for these purposes.

9. Payment

- 9.1 The method and conditions of payment to be made to the service provider under this contract are specified in SCC.
- 9.2 The service provider's request(s) for payment shall be made to the procuring agency in writing, accompanied by an invoice describing, as appropriate, the services delivered and services performed or to be offered, and by documents submitted and upon fulfillment of other obligations stipulated in the contract.
- 9.3 Payments shall be made promptly by the procuring agency, but in no case later than thirty (30) days after submission of an invoice or claim by the service provider.
- 9.4 The currency of payment is Pak. Rupees.

10. Price



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10.1 Prices charged by the service provider for the services performed under the contract shall not vary from the prices quoted by the service provider in its bid, with the exception of any price adjustments authorized in SCC or in the procuring agency's request for bid validity extension, as the case may be.

11. Change Orders

11.1 The procuring agency may at any time, by a written order given to the service provider pursuant to GCC Clause-24, make changes within the general scope of the contract in any one or more of the following:

- a. specifications, where the services to be furnished under the contract are to be specifically provided for the procuring agency;
- b. the services to be provided by the service provider.

11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within thirty (30) days from the date of the Service Provider's receipt of the Procuring agency's change order.

12. Contract Amendments

12.2 No variation in or modification of the terms of the contract shall be made except by written amendment mutually signed by the parties.

13. Assignment

13.1 The service provider shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring agency's prior written consent.

14. Subcontracts

14.1 The service provider shall notify the procuring agency in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the service provider from any liability or obligation under the contract.

14.2 Subcontracts must comply with the provisions of GCC Clause 3.

15. Delays in Service Provider's Performance

15.1 Performance of services shall be made by the service provider in accordance with the time schedule prescribed by the procuring agency in the schedule of requirements/ technical specification.

15.2 If at any time during performance of the contract, the service provider or its subcontractor(s) should encounter conditions impeding timely performing of services, the service provider shall promptly notify the procuring agency in writing of the fact of



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the delay, its likely duration and its cause(s). As soon as practicable after receipt of the service provider's notice, the procuring agency shall evaluate the situation and may at its discretion extend the service provider's time for performance, with or without liquidated damages, in which case extension shall be ratified by the parties by contract amendment.

- 15.3 Except as provided under GCC Clause-18, a delay by the service provider in the performance of services shall render the service provider liable to the imposition of liquidated damages pursuant to GCC Clause-16, unless an extension of time is agreed upon pursuant to GCC Clause-15.2 without the application of liquidated damages.

16. Liquidated Damages

- 16.1 Subject to GCC Clause-18, if the service provider fails to perform the services within the period(s) specified in the contract, the procuring agency shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the offered price of the delayed services or unperformed services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the procuring agency may consider termination of the contract pursuant to GCC Clause-17.

17. Termination for Default

- 17.1 The procuring agency, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a. if the service provider fails to perform/ offer any or all of the services within the period(s) specified in the contract, or within any extension thereof granted by the procuring agency pursuant to GCC Clause-15; or
- b. if the service provider fails to perform any other obligation(s) under the contract.
- c. if the service provider, in the judgment of the procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d. For the purpose of this clause:

Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;

Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the procuring agency, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

- 17.3 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such



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manner as it deems appropriate, Goods or Services similar to those undelivered, and the Service Provider shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

18. Force Majeure

18.1 Notwithstanding the provisions of GCC Clauses 16, 17, and 18, the service provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

18.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the service provider and not involving the service provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

18.3 If a Force Majeure situation arises, the service provider shall promptly notify the procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the procuring agency in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

19. Termination for Insolvency

19.1 The procuring agency may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

20. Termination for Convenience

20.1 The procuring agency, by written notice sent to the service provider, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the procuring agency's convenience, the extent to which performance of the service provider under the Contract is terminated, and the date upon which such termination becomes effective.

20.2 The services that have been offered or ready to complete within thirty (30) days after the service provider's receipt of notice of termination shall be accepted by the procuring agency at the contract terms and prices. For the remaining services, the procuring agency may elect:

- a. to have any portion completed at the Contract terms and prices; and/or
- b. to cancel the remainder and pay to the service provider an agreed amount for



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partially completed the services and for materials previously procured by the service provider.

21. Resolution of Disputes

21.1 The procuring agency and the service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

21.2 If, after thirty (30) days from the commencement of such informal negotiations, the procuring agency and service provider have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in agreed manner and/or arbitration.

22. Governing Language

22.1 The contract shall be written in the language specified in SCC. Subject to GCC Clause-23, the version of the contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in the same language.

23. Applicable Law

23.1 The contract shall be interpreted in accordance with the laws of the procuring agency's country, unless otherwise specified in SCC.

24. Notices

24.1 Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

24.2 A notice shall be effective when delivered or on notice's effective date, whichever is later.

25. Taxes and Duties

24.1 The service provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contractual services to the procuring agency.



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BID DATA SHEET

INTRODUCTION		
ITB 1.1	Name of procuring agency	Benazir Bhutto Shaheed Human Resource Research & Development Board
ITB 1.1	Procuring agency's address, telex, facsimile numbers	Address: 5 th Floor Statelife Building # 3 Dr. Ziauddin Ahmed Road, Karachi. Website: http://bbshrrdb.gos.pk Telephone: 92 21 99201005-7 Fax: 21 99201004
BID PREPARATION		
ITB 9.1	Language	English
ITB 10.1	Documents comprising bid	Also refer to the technical evaluation criteria <ul style="list-style-type: none">■ Original Bid Document – properly filled and signed by bidder's authorized representatives■ Bid Document Fee – Pay Order PKR 2,000/-■ Company profile: Describing the nature of business and field of experience.■ Registration Certificates: Articles of Incorporation (or equivalent documents of constitution or association and/ or documents of registration of the legal entity), NTN, SRB, SECP Certificates■ Rating Proof – AA+ by JCR VIS/ PACRA■ Audit Reports – 2023-2024-2025■ Experience – general and specific to the assignment with list of clients■ Bid Security - Photocopy of bid security pay order along with technical proposal. Original copy must be retained with the financial proposal.■ Litigation – current litigations with the clients and nature of such litigations if any■ Affidavit – that the firm is not blacklisted by any public sector organization■ Any other document(s) as required under the evaluation criteria
ITB 12.1	Bid prices	PKR - Fixed inclusive of all applicable taxes
ITB 12.1	Price variation	Fixed subject to quantity variation of 15% per rule. allowed under the repeat orders.
ITB 15.1	Bid validity period	Ninety (90) days
ITB 17.1	Number of copies	One original
ITB 17.1	Address for bid submission	EPADS https://sindh.eprocure.gov.pk/ Deputy Director (Procurement) BBSHRRDB, 5 th Floor Statelife Building # 3 Dr. Ziauddin Ahmed Road, Karachi.
ITB 18.1	Deadline for bid submission	Till 16 February 2026 at 12.00 PM
ITB 21.1	Time, date, place for bid opening	16th February 2026 at 03.30 p.m. (as above)



EVALUATION CRITERIA

- 1. Eligibility Criteria:** The bidder must qualify the following requirements;
 - Minimum ten (10) years' experience under relevant field.
 - Valid registration with relevant tax authorities of Pakistan.
 - Valid registration with Securities and Exchange Commission (SECP).
 - Minimum AA rating by JCR VIS/ PACRA.
 - Minimum ten (10) existing clients (public or private sector) in relevant procurement.
 - Minimum 300 hospitals on the existing panel list.
 - Must have own arrangements with doctors panel and medical claim section.
 - Affidavit that the firm is not blacklisted by any public or private sector organization.
 - Audited Financial Statement of the bidder for last three years.
 - Bidder must have at least one of Full-Time Doctors for Case Management in Medical & Claims Dept.
 - Original Certificate from existing client stating satisfactory performance.
 - Preference shall be given to those firms, who are already working with Government Sector/Departments/Institutions.

2. Technical Evaluation Criteria

	Criteria (with maximum marks)	Score	Yes/No	Annex at
1	Number of years in business (20)	20 years = 20 marks 15 years = 15 marks 10 years = 10 marks		
2	Number of active health insurance clients (10)	1000 plus = 10 marks 700 – 999 = 7 marks 5,00– 699 = 5 marks		
3	Number of branches all over country (10)	100 plus = 10 marks 75 – 99 = 7 marks 50 – 74 = 5 marks		
4	Annual financial turnover (10)	5 billion or above = 10 marks 3 – 5 billion = 7 marks 1 – 3 billion = 5 marks		
5	Total Equity/Net worth (10)	4 billion or above = 10 marks 2 – 4 billion = 7 marks 1 – 2 billion = 5 marks		
6	PACRA/ JCR-VIS Rating (10)	AA+ = 10 marks AA = 7 marks A=5		
7	Number of panel/ network hospitals (10)	301 plus = 10 marks 201 – 300 = 7 marks 100 – 200 = 5 marks		
8	Medical Call Center/ Help lines Services (10)	Available = 10 marks		
9	Number of medical doctors for case management (10)	10 plus = 10 marks 6 – 9 = 7 marks 3 – 5 = 5 marks		
	Total Marks	100		

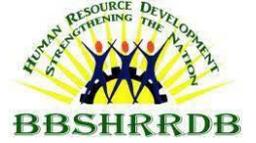


SPECIAL CONDITIONS OF CONTRACT

1. **Definitions [GCC Clause-1.1(f)]:** The procuring agency is Benazir Bhutto Shaheed Human Resource Research & Development Board.
2. **Definitions [(GCC Clause-1.1(g)]:** The procuring agency's country is Pakistan
3. **Performance Security [(GCC Clause-7.1]:** The amount of performance security as a percentage of the contract price shall be 5% in shape of pay Order or bank Guarantee in favor of Secretary-BBSHRRDB.
4. **Incidental Services [(GCC Clause-11.1)]:** The services including printing of cards, and processing the claims etc.
5. **Payment [(GCC Clause-9.1)]:** The method and conditions of payment to be made to the service provider under this contract shall be as follows:
 - a. The procuring agency shall pay a lump sum advance amount within seven (07) days from effective date.
 - b. The procuring agency shall pay the premium to the service provider in accordance with the government procedures and disbursement mechanisms to utilize most appropriate way for the best delivery of the services as per contractual agreement.
 - c. The payment shall be made on disbursement/ release as per government mechanism so the service provider shall continue the process within the prescribed time period.
6. **Prices [(GCC Clause-10.1)]:** Prices will remain as fixed; however, in case of any change in quantity made by the procuring agency as per GCC Clause-11.1, the prices will be adjusted on prorated basis.
7. **Liquidity Damages [(GCC Clause-16.1)]:** Deduction/ penalty shall be applicable in case the service provider fails to offer the services within stipulated contractual period. Penalty in this case will be made as 0.5% of contract price per week and maximum shall reach up to 10% of contract price, if the service provider fails to offer the services.
8. **Resolution of Disputes [(GCC Clause-21.2)]:** In case of a dispute between the procuring agency and the service provider, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the procuring agency's country.
9. **Governing Language [(GCC Clause-22.1)]:** The governing language shall be English.
10. **Applicable Law [(GCC Clause-23.1)]:** The contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:
 - a. The Employment of Children (ECA) Act 1991
 - b. The Bonded Labor System Act of 1992
 - c. The Factories Act 1934



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11. Notices [(GCC Clause-24.1)]: The procuring agency's address for notices purposes shall be as under:

5th Floor Statelife Building # 3, Dr. Ziauddin Ahmed Road, Karachi

Website: <http://bbshrrdb.gos.pk>

Telephone: 92 21 99201005-7

Fax: 92 21 99201004



SCHEDULE OF REQUIREMENTS

1. SCOPE OF SERVICES

1.1 Procurement Objective: The procuring agency intends to insure in-patient treatment (hospitalization, emergency medical services and maternity benefit) for its employees and their dependents (parents, spouse, and children) as per family coverage plan through well reputed health insurance company eligible under the contract.

1.2 Beneficiaries: A tentative number of the procuring agency's employees are 175 and approx. 900 of their dependents'.

1.3 Eligibility Categories of Employee

- a) **Regular Employees of BBSHRRDB:** Full coverage is mandatory. These employees are entitled to the complete suite of benefits (In-patient, Out-patient, and Maternity) as they are permanent stakeholders of the provincial exchequer.
- b) **Employees Working on Deputation or posted by transfer:** These employees shall be covered by BBSHRRDB during their period of stay. To avoid "double-dipping," the policy must ensure they are not simultaneously drawing health insurance benefits from their parent department.
- c) **Employees Working on Contract/Contingency:** Coverage for contract employees is subject to the specific terms of their appointment letter. Generally, GoS policy extends "Hospitalization only" to contract staff, though BBSHRRDB may justify full coverage if the contract is against a sanctioned post. Contingent/Daily wage staff are typically excluded unless a special premium is approved by the Board.

1.4 Scope of Health Insurance Coverage: The scope defines the "Quality of Care" provided to the workforce.

- a) **OPD Services:** Provides reimbursement or cashless credit for specialist consultations, diagnostic tests (X-rays, Labs), and prescribed medicines. This is crucial for preventive care and reducing long-term hospitalization costs.
- b) **Medical Emergency Services:** Immediate coverage for life-threatening situations. The policy should allow for "stabilization" at the nearest hospital (even if non-paneled) with subsequent transfer to a paneled facility.
- c) **Hospitalization (IPD):** The core of the policy. Covers all expenses from



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admission to discharge, including surgeon fees, OT charges, and medicines etc.

- d) **Maternity & Allied Services:** Comprehensive coverage including pre-natal checkups, ultrasounds, delivery, and post-natal care. "Allied services" should include neonatal care for the newborn for a specific window (e.g., first 15 days).
- (i) **Financial Parameters:** These parameters ensure the fiscal sustainability of the BBSHRRDB health scheme.
- a) **Total Annual Coverage Amount:** Following GoS Finance Department norms, the annual limit is usually structured per family unit (Employee, Spouse, and dependent Children).

Proposed Limit: PKR.750,000/- per family per year at flat rate with an additional "Buffer/Corporate Pool" for critical illnesses (Cancer, Cardiac surgery, etc.).

- b) **Grade-wise Entitlement of Hospital Rooms:** To maintain administrative decorum, room types are linked to Basic Pay Scales (BPS):

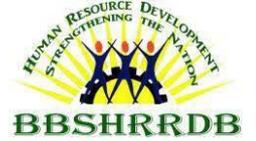
Employee Grade (BPS)	Room Category Entitlement
BPS- 1 to 14	General ward;
BPS- 15 to 16	Semi-Private Room (1 bed);
BPS- 17 to 18	Private Room (1-2 beds);
BPS- 19 to 22	Executive Room (2 beds)

1.5 Maternity and circumcision limits are considered sub-limits within the overall annual hospitalization limit. These provisions are designed to ensure equitable coverage for essential medical procedures while maintaining financial sustainability.

- a) **Normal Delivery:** Reimbursable or cashless up to a ceiling of PKR.75,000. This limit covers midwife or doctor's professional fees, standard room charges for a 24-hour stay, and routine medical consumables associated with normal delivery.
- b) **Caesarean Section (C-Section):** Reimbursable or cashless up to a ceiling of PKR.150,000. This higher ceiling is justified due to surgical intervention, anaesthesia, extended recovery stays, and additional medical consumables.



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Coverage applies to both elective and emergency C-sections.

- c) **Circumcision:** Reimbursable or cashless up to a ceiling of PKR.15,000. This limit covers doctor's fees, standard procedure charges, and necessary consumables. Circumcision must be performed in a registered medical facility by a qualified practitioner to qualify for coverage.

(i) **Necessary Additional Directions:**

To ensure a smooth rollout at BBSHRRDB, the following items should be incorporated:

1. **Network of Hospitals:** The selected insurance provider must have a "Panel List" that includes major tertiary care hospitals in Karachi and other districts where BBSHRRDB staff are posted.
2. **Pre-existing Conditions:** In accordance with GoS social welfare goals, all pre-existing conditions must be covered from Day 1 for employees covered under the health insurance.
3. **Cashless vs. Reimbursement:** While "Cashless" is preferred for IPD at panelled hospitals, a "Reimbursement" mechanism must exist for emergencies occurring in remote areas without panelled facilities.
4. **Age Limit for Dependents:** Employees up to age of 60 years and their spouses shall be covered. Parents to be covered up to 95 years of age. Dependent sons to be covered up to 25 years of age; and dependent daughters to be covered till marriage.



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1.6 Contractual Responsibilities: The service provider is required to provide medical benefits through its hospitals panel as agreed under the contract. The benefits must cover all the medical expenses incurred up to the specified limit while an insured is hospitalized due to illness, emergency medical services, surgery or accident, etc. Eligible medical expenses include but not limited to the following:

- a. Daily room rent
- b. ICU, CCU, and NCU charges
- c. Specialist consultation/ RMO charges/ Nursing charges
- d. Surgeon fee
- e. Anesthetist fee/ Anesthetist charges
- f. Operation theatre charges/ rehabilitation charges
- g. Medicines used during hospitalization
- h. Blood and oxygen
- i. Ventilators and allied services
- j. Kidney dialysis/ blood transfusion
- k. Cancer treatment (chemotherapy/ radiotherapy)
- l. Daycare surgeries/ investigations
- m. Diagnostic investigation during hospitalization
- n. MRI, CT scan, Biopsy, Thallium scan, etc.
- o. Endoscopies
- p. Open heart surgery and related surgeries
- q. Organ transplant
- r. In-hospital consultation
- s. Fractures and lacerated wounds
- t. Local ambulance charges
- u. Pre and post hospitalization etc.
- v. Maternity benefit – must cover all expenses related to pregnancy and childbirth.
Eligible expenses under this provision may include as under:
 - Obstetrician's fee for delivery and consultation
 - Labor room/ operation theatre charges.
 - Diagnostic tests and medicines during hospital stay
 - Baby's nursery care charges during mother's hospitalization
 - Normal deliveries, complicated deliveries, and multiple births
 - Miscarriages resulting into D&C
 - Pre- and post-natal expenses
 - Circumcision expenses

1.7 Additional Benefits Covered:

- a. Pre-existing conditions shall be fully covered up to full limits (100% covered).
- b. Pre and post hospitalization covering consultation, prescribed medicines, and diagnostic tests within thirty (30) days before and after hospital confinement with no financial sublimit.
- c. Day care surgeries/ procedure such as lithotripsy, excision biopsy, gastro copy, tonsillectomy/ adenoidectomy, veins/ varicose, non-malignant tumors/ abscess,



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- hernia surgery, appendectomy, cataract surgery, angiography, endoscopy;
- d. Specialized investigations from OPD such as MRI/ CT Scan/ Thallium scan (covered even if no hospitalization takes place);
 - e. Treatment of cancer (including chemotherapy pre and post hospitalization expenses);
 - f. Coverage of congenital birth defects for all under all the benefits;
 - g. Coverage of Hepatitis B & C (interferon therapy from hospitalization limit);
 - h. Emergency dental treatment due to accident injuries;
 - i. Treatment of fractures and lacerated wounds;
 - j. Ambulance service – emergency and transportation of dead body to any destination within the province;
 - k. Emergency room treatment for accidental injuries;
 - l. Pre and post-natal expenses shall be covered up to the maternity limit (subject to the availability of the maternity limit);
 - m. Circumcision charges shall be paid subject to the availability of the maternity limit; and
 - n. Newly born babies shall be covered from the date of birth.

1.8 Description of Benefit: The service provider will provide all the details relating to the benefits offered under the proposal; procedure to avail such benefit; procedure to reimburse claim of non-panel hospital; documents required for non-panel hospital; and list of medical treatments not covered under the plan. The service provider will also require to offer the following supplementary services under this contract:

- Provide benefit guidelines in English and Urdu languages for better understanding of health benefits;
- Conduct awareness sessions for the employees/ beneficiaries of procuring agency;
- E-portal facility to track claims via online portal.

1.9 Turnaround Time: The service provider shall issue the health cards within ten (10) business days of receipt of health declaration form. The service provider shall ensure reimbursement of claims within ten (10) days of receipt of requisite documents.

1.10 Institutional Arrangement: The procuring agency shall provide details of the employees and their dependents to the successful bidder for provision of health insurance services within the ambit of the agreed contract scope and duration.

1.11 Contract Duration: The service provider shall provide the services up to twelve (12) months starting from the date of signing of agreement.



BID FORMS

BID FORM AND PRICE SCHEDULES

Date.....

IFB No.....

To,

The Deputy Director (Procurement)
Benazir Bhutto Shaheed Human Resource Research & Development Board,
Universities & Boards Department,
Government of Sindh,
Karachi.

Dear Sir,

Having examined the bidding document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services required in conformity with the said bid document for the sum of [total bid amount in words and figures] or such other sums as may be ascertained as per the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to offer the services in accordance with the delivery schedule specified in this document.

If our bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to five (5) percent of the contract price/ pay order for the due performance of the contract, in the form prescribed by the purchaser.

We agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening under Clause-15 of the Instructions to Bidders, 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 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 and address of agent gratuity	Amount and Currency	Purpose of Commission or
_____	_____	_____
_____	_____	_____
_____	_____	_____



PREVIOUS RELEVANT EXPERIENCE
FOR HEALTH INSURANCE SERVICES

Sr. No.	Assignment Description	Name/ Contract Details of Client	Cost	Start Date	End Date	Remarks



BID SECURITY FORM

Whereas *[name of the Bidder]* (hereinafter called "the bidder") has submitted its bid dated [date of submission of bid] for the supply of *[name and/or description of the services]* (hereinafter called "the Bid").

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 *[name of Procuring agency]* (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said procuring agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of _____ 2026

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws 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 Procuring agency during the period of bid validity:
 - a. fails or refuses to execute the Contract Form, 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 Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency 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 should reach the Bank not later than the above date.

[Signature of the bank]



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CONTRACT FORM

This agreement made the _____ day of _____, 2026 between Benazir Bhutto Shaheed Human Resource Research & Development Board (hereinafter called "the procuring agency") of the one part and [name of service provider] of [city and country of Service Provider] (hereinafter called "the Service Provider") of the other part;

Whereas the procuring agency invited bids for offering health insurance facilities and has accepted a bid by the service provider for offering the services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Bid Form and the Price Schedule submitted by the Bidder;
 - (b) Schedule of Requirements;
 - (c) Technical Specifications;
 - (d) General Conditions of Contract;
 - (e) Special Conditions of Contract; and
 - (f) Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the procuring agency to the service provider as hereinafter mentioned, the service provider hereby covenants with the procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the service provider in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by _____ the _____ (for the procuring agency)

Signed, sealed, delivered by _____ the _____ (for the service provider)



PERFORMANCE SECURITY FORM

To: [name of Procuring agency]

WHEREAS [name of the successful bidder] (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____ 20____ to offer services [description of services] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the service provider shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with service provider’s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the service provider’s a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, 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 Service Provider 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 _____ 20_____.

Signature and seal of the Guarantors

[Name of bank or financial institution]

[Address]

[Date]



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INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE PAYABLE BY THE SERVICE PROVIDER

Contract Number: _____
Dated: _____
Contract Value: _____
Contract Title: _____

[Name of Service Provider] 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 administrative 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, [Name of Service Provider] 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 procuring agency, except that which has been expressly declared pursuant hereto.

[Name of Service Provider] 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Service Provider] 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 PA under any law, contract or other instrument, be voidable at the option of procuring agency.

Notwithstanding any rights and remedies exercised by procuring agency in this regard, [Name of Service Provider] agrees to indemnify procuring agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to procuring agency in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Service Provider] 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 procuring agency.

[Procuring Agency]

[Service Provider]



**Benazir Bhutto Shaheed Human Resource
Research & Development Board**
Universities & Boards Department, Government of Sindh



Government of Sindh
Universities & Boards Department
Benazir Bhutto Shaheed Human Resource Research & Development Board
(Mega Initiative Addressing Poverty and Unemployment Through Skill Development)
ANNUAL PROCUREMENT PLAN 2025-27 (REVISED)
(Goods, Works & Services)



Sl. #	Description of Procurement	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Cost (Rs. In Million)			Method and Procedure of Procurement	Anticipated Date of Advertisement	Anticipated Date of Commencement of Procurement	Anticipated Date of Award of Contract	Anticipated Date of Completion of Procurement	Remarks
				Estimated payment Cost (Rs. In Million) FY 2025-26	Estimated payment Cost (Rs. In Million) FY 2026-27	Estimated Total Cost (Rs. In Million) FY 2025-27						
1.	Hiring of Services of Training Providers / Institutes across the South for Training Program of Phase - XVI	-	-	250.00	530.00	780.00	Single Stage - Two Envelope Procedure, Rule 46(2) SPPR-2010 (Amended 2019)	August, 2025	November, 2025	February, 2026	January, 2027	Subject to Approval by the Competent Authority
2.	Hiring of Consultancy Firm for Third Party Validation (TPV) for - Phase - XV - Phase - XVI - Phase - XVII	-	-	12.50	-	5.77	Quality and Cost Based Selection Method, SPP Rule 72(3) 2010 (Amended 2019)	January, 2026	February, 2026	March, 2026	April, 2026	Subject to Approval by the Competent Authority
3.	Hiring of Health Insurance Company for Health Insurance Card for Employees of BBSHRDB	-	-	15.00	-	15.00	Quality and Cost Based Selection Method, Rule 72(3) of the SPP Rules, 2010 (Amended 2019)	January, 2026	February, 2026	March, 2026	April, 2026	Subject to Availability of Funds and Approval by the Competent Authority
4.	Hiring of Social Media Firm (Facebook / Youtube Instagram) Poster & Digital Content Creation	-	-	9.00	-	9.00	Quality and Cost Based Selection Method, Rule 72(3) of the SPP Rules, 2010 (Amended 2019)	January, 2026	February, 2026	March, 2026	April, 2026	Subject to Availability of Funds and Approval by the Competent Authority
5.	Digitalization of BBSHRDB	-	-	12.00	-	12.00	Quality and Cost Based Selection Method, Rule 72(3) of the SPP Rules, 2010 (Amended 2019)	January, 2026	February, 2026	March, 2026	May, 2026	Subject to Availability of Funds and Approval by the Competent Authority
Total				298.50	530.00	821.77						

Signature of Competent Authority
SECRETARY
Benazir Bhutto Shaheed Human Resource Research & Development Board
Universities & Boards Department
Government of Sindh

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**Benazir Bhutto Shaheed Human Resource
Research & Development Board**
(Mega Initiative Addressing Poverty and Unemployment Through Skill Development)



NOTIFICATION

No.BBSHRDB/Admin(Proc-S)/2017: In Pursuance of Rule-7 of Sindh Public Procurement Rules, 2010 (as amended), the Procurement Committee-II is hereby constituted with the following composition and TORs in respect of procurement of goods, works & services for the BBSHR&DB:-

S#	Procurement Committee-II	
1.	Deputy Director (Procurement), BBSHR&DB (not below the rank of BS-18)	Chairman
2.	Assistant Director (Procurement), BBSHR&DB	Member/Secretary
3.	Representative of STEVTA.	Member
4.	Technical Officer	Co-opted Member

- This Committee shall act in accordance with Sindh Public Procurement Rules, 2010 (as amended).

Functions and Responsibilities of the Committee-II (ToRs):

- Preparing and/or Reviewing bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule 45;
- Making recommendations for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.

(RAIZ HUSSAIN SOOMRO)
SECRETARY-BBSHR&DB

No.BBSHRDB/Admin(Proc-S)/2017/20342 Karachi, dated the 9th February, 2023

A Copy is forwarded for information and necessary action to:-

1. The Managing Director, STEVTA, Government of Sindh, Karachi
2. The Director (Trainings), BBSHRDB, Government of Sindh, Karachi
3. The Deputy Director (Procurement), BBSHRDB, Government of Sindh, Karachi
4. The Assistant Director ((Procurement), BBSHRDB, Government of Sindh, Karachi
5. PS to Secretary, Universities and Boards Department, Government of Sindh.
6. PS to Secretary, BBSHR&DB, Government of Sindh.
7. PS to Coordinator & Nominee to Chief Minister, Sindh for BBSHR&DB, Karachi.
8. PS to Regional Consultants, BBSHR&DB, Government of Sindh.
9. Office Order File.


ASSISTANT DIRECTOR (ADMIN)

5thFloor, State Life Building # 3, Dr. Zia-ud-din Ahmed Road, Karachi.
Telephone: +92(21) 9920-1005 / 7 Fax: +92(21) 9920-1004, E-mail:procurementdeptbshrrdb@gmail.com,
Website: www.bshrrdb.pk



Benazir Bhutto Shaheed Human Resource
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Universities & Boards Department, Government of Sindh



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NOTICE INVITING TENDER

Benazir Bhutto Shaheed Human Resource Research and Development Board (BBSHR&DB) invites bids from eligible interested Bidders registered on SPPRA EPAD for below mentioned Services under SPP Rules, 2010 (amended 2019).

S#	Tender Title	Tender Fee	Selection Method/Procedure	Bid Security	Remarks
1	Health Insurance Services for employees of BBSHRDB	Rs.2000	Single stage – two envelope procedure, Rule-46(2), of SPP Rules, 2010 (amended 2019)	2%	Complete detail along with specification and requirement is given in each tender document.
2	Digitalization of BBSHRDB	Rs.2000		2%	

Bidding shall be conducted through National Competitive Bidding in accordance with the Sindh Procurement Rules, 2010 (as amended), and is open to all eligible bidders. The bidding documents may be obtained from the office of Deputy Director (Procurement), BBSHRDB, during office hours within fifteen (15) days from the date of publication, upon submission of a non-refundable Pay Order/Demand Draft of PKR 2,000/- in favour of Secretary, BBSHRDB. Alternatively, the bidding documents may be downloaded from the BBSHRDB website or SPPRA EPAD, in which case proof of payment shall be uploaded with the Technical Proposal through EPAD, and the original Pay Order/Demand Draft shall be submitted prior to bid opening.

The procurement shall be conducted under the Single Stage – Two Envelope Procedure, as prescribed under the Rule-46 (2) of Sindh Procurement Rules, 2010 (as amended). Bidders shall submit separate online Technical and Financial Proposals through the EPAD system, in accordance with the instructions provided in the Bidding Documents. The Financial Proposal shall include a scanned copy of the bid security amounting to two percent (2%), in the form of a Pay Order or Demand Draft in favor of Secretary, BBSHRDB. The successful bidder shall be required to submit the original bid security prior to award of contract.

Bidders are required to submit/upload their bids along with all requisite supporting documents through EPAD before 25th March, 2026 at 12:00 noon. The bids shall be opened on the same date at 12:30 p.m. by the Procurement Committee of BBSHRDB, in accordance with the Sindh Procurement Rules, 2010 (as amended). In case of a public holiday or any unforeseen circumstances, the bids shall be received and opened on the next working day at the same scheduled time.

Bids shall remain valid till 90 days from the date of bid opening. BBSHRDB will not be responsible for any cost or expense incurred by bidding firms and reserves the rights to accept/reject any offer/proposal as per SPP Rules 2010 and may cancel the bidding process at any time prior to the acceptance of a bid or proposal as mandated under Rule-25(i) of SPP Rules, 2010.

DEPUTY DIRECTOR (PROCUREMENT)
Benazir Bhutto Shaheed Human Resource Research and Development Board,
Universities & Boards, Government of Sindh.
5th Floor, State Life Building No.3, Dr. Ziauddin Ahmed Road, Karachi.
Phone: 021-99201005-7 Website: bbshrdb.gos.pk