

INVITATIONS FOR BIDS
HEALTH INSURANCE FOR EMPLOYEES OF TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
(TDAP)

Trade Development Authority of Pakistan intends to provide Health coverage to its about 900 employees and their family members working at TDAP Headquarter, Karachi and its Regional and Sub-Regional Offices at Hyderabad, Sukkur, Islamabad, Mirpur (AJK), Gilgit (Northern Areas), Peshawar, Swat, Abbotabad, Lahore, Faisalabad, Sialkot, Multan, Gujranwala, Quetta and Gwadar. Interested firms / companies are invited to furnish their bids for following specific Health coverage of employees:-

- 1) Hospital Cover
- 2) OPD including Laboratory facility and Medicines.
- 3) Travel Health Cover
- 4) Annual Executive Checkup

3. The bids should be offered in 3 different categories according to the status of the employees, as per following:-

S/No.	Pay Scale	Categories
1.	BS 1 - 15	"C"
2.	BS 16 - 19	"B"
3.	BS 20 and above	"A"

2. The bids from interested firms, complete in all respects should be supported with following documents / information:-

- i. Name of the firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
- ii. Experience of similar work over last five years with list of major clients.
- iii. List of key personnel including names and addresses of partners, directors and managers.
- iv. Details of operational staff and their qualifications and experience including the total strength of each operational wing / department.
- v. Registration / pre-qualification with other departments / organizations alongwith documentary proof.
- vi. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
- vii. Any other relevant information, which the firm intends to submit.

3. Tender documents may be obtained from the office of the undersigned on any working day during the office hours before closing date. The last date for submission of the proposals is, **Wednesday 30th September, 2009 till 2:30 pm**. The same will be opened at 3 pm on the same day before the representatives of the firms / companies.

4. The offers should be submitted on two (2) sealed envelopes basis regarding technical / specification proposal and financial proposal, separately. Technical / Specification proposals will be opened on closing date & time as mentioned above. After examination of the technical / specification proposals financial bids of technically qualified firms / companies will be opened within one month of opening of the technical / specification proposals, before representatives of qualified firms / companies.

5. Trade Development Authority of Pakistan reserves the right to withdraw this invitation of bid at any time. Trade Development Authority of Pakistan also reserves the right to reject any or all technical / financial bids at any time.

6. Please don't hesitate to contact the undersigned for any query.


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