

KISSAN SUPPORT SERVICES (PVT) LIMITED
(A subsidiary of Zarai Taraqati Bank Limited)



BIDDING DOCUMENT
PRE-QUALIFICATION OF REPUTED/RECOGNIZED
LIFE INSURANCE COMPANIES

KISSAN SUPPORT SERVICES (PVT.) LIMITED,
F-9 BLOCK, ZTBL OFFICERS COLONY,
SECTOR G-7/2, ISLAMABAD
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1. ADVERTISEMENT



KISSAN SUPPORT SERVICES (PVT) LIMITED (a subsidiary of Zarai Taraqiati Bank Limited)



PRE-QUALIFICATION OF REPUTED/RECOGNIZED LIFE INSURANCE COMPANIES

Kissan Support Services (Pvt.) Limited (KSSL), a wholly owned subsidiary of Zarai Taraqiati Bank Limited, invites applications from well reputed Life Insurance Companies registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for providing Group Life Insurance cover to around 4,000 KSSL Employees posted at Head Office Islamabad and ZTBL Branches/Field Offices throughout the country.

Firms may download Pre-Qualification Document, containing all required information, from the address mentioned below free of cost or from PPRA or company's website (www.kssl.ztbl.com.pk). The pre-qualification document will be available online immediately after the date of advertisement till 1200 Hours on deadline day. Sealed proposals complete in all respect, should reach the undersigned by February 25, 2019 before 1200 Hours. The proposals shall be opened at 1500 Hours on the same day at below mentioned address.

KSSL reserves the right to accept or reject any/all applications or cancel prequalification process without assigning any reason, as per provisions of the PPRA Rules, 2004.

**CHIEF FINANCIAL OFFICER
F-9 BLOCK, ZTBL OFFICERS COLONY,
SECTOR G-7/2, ISLAMABAD
TEL NO. 051-289-1605
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2. LIST OF MANDATORY DOCUMENTS

- 2.1. Company Profile stating;
 - 2.1.1. date of incorporation of Life Insurance business;
 - 2.1.2. address of the registered office; and
 - 2.1.3. details of Company's Network throughout the country.
- 2.2. Latest JCR-VIS/PACRA Rating Certificates
- 2.3. Sales Tax Registration of Company (Valid)
- 2.4. Income Tax Registration of Company (Valid)
- 2.5. Certificate of Incorporation with the SECP
- 2.6. Affidavit with respect to the following:
 - 2.6.1. That the company is not involved in any litigation with any Govt./Semi Govt. / Corporate / Private Sector/Commercial bodies etc. anywhere in Pakistan;
 - 2.6.2. That the company is not black listed by any Govt./Semi Govt. / Corporate / Private Sector/Commercial bodies etc.;
 - 2.6.3. That the company is not a tax defaulter;
 - 2.6.4. That they have not been adjudged as insolvent;
 - 2.6.5. That no execution of decree or order of any court remains unsatisfied against them;
 - 2.6.6. That they have not compounded with the creditors; and
 - 2.6.7. That they have not been convicted of a financial crime.
- 2.7. Details of litigation cases if sub-clause 2.6.1. is not applicable.

3. CRITERIA FOR EVALUATION

- 3.1. Firms fulfilling the following minimum criteria will be considered prequalified:-



PRE-QUALIFICATION OF REPUTED/RECOGNIZED LIFE INSURANCE COMPANIES

3.1.1. Minimum Credit Rating of AA+ from PACRA or JCR-VIS

3.1.2. Minimum 10 years' experience of providing Life Insurance Coverage

4. INSTRUCTIONS FOR APPLICANTS

- 4.1. The Applicants are required to provide documentary evidence to ascertain the minimum criteria requirements.
- 4.2. Concealment of facts / misinformation will be sufficient cause for disqualification.
- 4.3. Any cutting over writing must be authenticated by the authorized person.
- 4.4. The KSSL reserves the right to disqualify a company as per Rule 18 of the PPRA Rules 2004.
- 4.5. Incomplete / conditional applications will not be considered.
- 4.6. Applications without documents for mandatory requirements will not be considered.
- 4.7. Applicants will be informed in due course about the results of the evaluation of applications.
- 4.8. KSSL reserves the right to annul the prequalification process and reject all applicants at any time due to any reason, without thereby incurring any liability to the applicant or any obligation to inform the applicant of the grounds for its action, as per Rule 33 of the PPRA Rules, 2004.
- 4.9. The words "Pre-qualification for Life Insurance" shall be clearly written on sealed envelope.
- 4.10. KSSL reserves the right to get evidence verified from the concerned authorities (if required)
- 4.11. The firm shall be rejected if the applicant's qualification threshold is not met.
- 4.12. Only those firms who have been prequalified under this procedure shall be invited to bid.