



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENT

FOR

HIRING OF RETAKAFUL SERVICES FOR SLIC HOME BUSINESS(TAKAFUL)

Table of Contents

| | |
|---|-----------|
| CORPORATION OVERVIEW..... | 3 |
| 1. INTRODUCTION..... | 3 |
| 2. CLASSES OF BUSINESS WRITTEN-TAKAFUL..... | 3 |
| 3. EXISTING RETAKAFUL ARRANGEMENT..... | 3 |
| Takaful Fund..... | 4 |
| 4. RETAKAFUL SERVICES REQUIRED..... | 4 |
| 5. INVITATION TO BID (SCOPE OF COVER)..... | 4 |
| 6. INSTRUCTIONS TO BIDDERS:..... | 4 |
| 7. Eligibility Criteria (Pre-acceptance)..... | 5 |
| 8. FORMS OF BID..... | 5 |
| FORM-A Company's basic Information..... | 5 |
| FORM-B Technical Bid evaluation criteria..... | 6 |
| 9. Illustration..... | 10 |
| 10 Mandatory Conditions for Retakaful Arrangement..... | 11 |
| 11. GENERAL CONDITIONS OF CONTRACT..... | 11 |
| a. Validity of the proposal | 11 |
| b. Ownership | 11 |
| c. Governing Laws | 11 |
| d. Acceptance or Rejection of Proposals | 11 |
| e. Initiation of work | 11 |
| f. Taxes | 11 |
| g. Minimum Qualifying marks in Technical Proposal | 11 |
| h. Availability of Bid Form and Contact Person for Enquiries | 12 |
| i. Opening of Bids | 12 |
| j. Successful/ most advantageous bidder | 12 |
| k. Pre-Bid Meeting | 12 |
| l. Terms of Payment | 12 |
| m. Companies not Eligible to Participate | 12 |
| n. Disqualification | 12 |
| o. Settlement of dispute | 13 |
| p. Force Majeure | 13 |
| q. Termination | 14 |
| r. Subletting | 14 |
| 12. PERIOD OF CONTRACT..... | 14 |
| 13. SUBMISSION OF PROPOSAL..... | 14 |
| ANNEXURE-2-B | 16 |

ANNEXURE-2-C 17

ANNEXURE-2-D 18

Annexure- A1 19

SPECIMEN OF FORM OF CONTRACT 19

Annexure- A2 20

SPECIMEN OF NON-DISCLOSURE AGREEMENT 20

Annexure- A3 23

SPECIMEN OF INTEGRITY PACT 23

Annexure-A4 24

PROPOSAL SECURING DECLARATION 24

CORPORATION OVERVIEW

1. INTRODUCTION

State Life Insurance Corporation (SLIC) is a state-owned entity established under the Life Insurance (Nationalization) Order 1972 that is regulated by Securities and Exchange Commission of Pakistan (SECP). SLIC offers insurance services to its clients and is functioning globally. Majority of the business SLIC conducts deals with individual life policies, however, it has also expanded its operations to Health Insurance. In addition to conventional line of business, SLIC also offers Takaful services which is growing rapidly. The individual life policies are sold via agencies or through banking channels. Moreover, SLIC has been also offering group life insurance to its prestigious clients for a long period of time. This constitutes various types of products including pension plans based on Defined Contribution and Defined Benefit scheme.

As the leading insurer of Pakistan with AAA rating from PACRA, SLIC currently has a base of around 6 million policyholders protected under the umbrella of its individual life business. Each year around 97.5% of the surplus is distributed to the policyholder in the form of bonuses and the remaining is paid to the Government of Pakistan.

Bidders are requested to gain deeper insight of SLIC by visiting SLIC website, for better understanding of operations.

2. CLASSES OF BUSINESS WRITTEN-TAKAFUL

Individual Life Family Takaful Business

SLIC commenced Individual Life Family Takaful Window Operations in 2021 which under which currently four products namely Takaful Savings, Takaful Child Education, and Takaful Endowment and Takaful Golden Endowment Plans are offered. These products mainly pertain to unit-linked line of business. Details are provided in “Annexure – A1”.

Business written in the books of SLIC follows Underwriting guidelines that covers many characteristics of prospective participants to assess potential risks involved. The guidelines majorly evaluate Moral, Medical and Financial aspects of the membership.

Group Life Family Takaful Business

SLIC aims to initiate Group Life Family Takaful business in 2023 for which products are currently under consideration. The features of Group Life Family Takaful products will be on similar lines to those currently offered under Conventional Group life products.

SLIC’s Conventional group life portfolio comprises of group term products usually offered for a term of one year with supplementary riders in the form of accidental death, permanent and partial disabilities, accidental hospitalization benefit rider and critical illness etc. Conventional Group insurance services are provided to both commercial and Government sector. Post-retirement benefits are also offered at the discretion of clients. Conventional Group products are priced using factors such as Mortality, Occupational Loading, Experience rating, Expense Charges, Commission charges, etc. A brief description of Conventional Group products is attached as “Annexure 2-B”.

In addition to these products there are supplementary riders¹ that can be attached to individual life family takaful memberships and Group Family Takaful memberships at the discretion of the Participant. A brief description of SLIC major Supplementary Riders under Individual Life Family Takaful and Group Life Family Takaful is provided in “Annexure 2-C” and “Annexure 2-D” respectively.

3. EXISTING RETAKAFUL ARRANGEMENT

¹ *Supplementary Riders are subject to terms and conditions.*

SLIC has been using treaty retakaful services for its Individual life family takaful business. An overview of the existing retakaful arrangements are as follows:

Takaful Fund

Individual Life Family Takaful (Surplus Treaty)

- Retention Limit of PKR **1 million**
- Retakaful Sum Cover ascertained using **Sum at Risk (SAR) Formula (i.e. Original Sum Assured, less actuarial reserve less Retention)**
- If TTR or FIB is attached on the membership, the sum cover amount of TTR and commuted value of FIB will be added to SAR.
- Multiple riders such as Family Income Benefit (FIB), Term Takaful Rider (TTR), Accidental Death Benefit (ADB) , Accidental Indemnity Benefit(AIB) etc. are also reinsured.

For Group Life Family Takaful, SLIC intends to have retakaful arrangements based on following parameters:

Group Life Family Takaful

- Surplus Treaty
- Retention Limit equal to **PKR 1 million**
- ADB Rider having a retention limit of PKR 1 million
- PTD(A) / PTD (N) Riders having a retention limit of PKR 1 million each

4. RETAKAFUL SERVICES REQUIRED

SLIC is seeking for retakaful services for its Individual life Family Takaful, Group life Family Takaful products and supplementary Riders. SLIC intends to refresh its retakaful portfolio in line with its existing retakaful arrangements in a way that there is not much change in the overall risk profile of SLIC and the proportion of business ceded. However, SLIC is open to improvements in the maximum coverages for its different lines of business. All products and riders given in section 2 needs to be covered.

5. INVITATION TO BID (SCOPE OF COVER)

SLIC is seeking for separate retakaful arrangements for the followings:

- Individual Life Family Takaful - Pakistan
 - Agency Channel
 - Banca-takaful channel
- Group Life Family Takaful – Pakistan

A contract of three years will be made with successful bidder and contract will be continued till the term of policies underwritten in the contract period of five years. **Example: SLIC** underwrites a 20-years takaful membership of Mr. Ali on 24.09.2023 and get re-takaful arrangements from XYZ re-takaful operator with whom agreement signed on 30.03.2023. The re-takaful arrangement of MR. Ali will continue with XYZ re-takaful operator up to the end of membership term of Mr. Ali i.e. upto 23.09.2043.

6. INSTRUCTIONS TO BIDDERS:

- To state complete name of the company, complete address, telephone number, fax number, email address, website address (if any).
- Name and designation of contact person.
- Title, bank name and account number of the company.
- Supporting materials should not be the part of the main proposal but should be placed as annexure and referring the Page No/Flag No.
- Please note that any misinformation on behalf of bidder will result in disqualification

- vi. Bidders fulfilling the eligibility criteria are advised to fill in the form of bids. The bidders not fulfilling the under mentioned eligibility criteria need not to submit the proposal.
- vii. Provide details of violations and/ or penalties imposed by regulator in the last 3 years, if any.
- viii. Submission of Summary statement of number and number of claims lodged and claims settled during the last three years
- ix. Bidders need to fill all forms ‘A’, ‘B’, ‘C’, ‘D’ and ‘E’.
- x. The specimens for Form of contract, non-disclosure agreement and integrity pact are attached as Annexure A1, A2 and A3 respectively which will be signed at the time of the contract.
- xi. Complete details of underwriting classes/rating for standard and sub-standard risks may be provided.
- xii. Retakaful Claim handling procedure including.
- xiii. Approach for placement and delivery of retakaful services may be provided.
- xiv. There should be a provision of Underwriting guidelines and limits for standard and sub-standard lives.
- xv. Training/ workshops of underwriters and personnel handling retakaful matters at SLIC may be provided.
- xvi. Availability of Reinsurance administration Software / online support for Retakaful Contribution calculation and Retakaful Claims’ settlement

7. Eligibility Criteria (Pre-acceptance)

The company should:

1. At least “A” rating by “Standard & Poor” or equivalent rating by any other reputed international rating agencies
2. Annual Net Income of at least USD 250 million in the year 2021.
3. Be qualified having relevant professional certification from well renowned institution (please attach proof).
4. Not declared ineligible, blacklisted or disciplinary proceedings initiated against the company, by any organization whether government, multinational or private entity for corrupt and fraudulent practices or convicted by the court. An affidavit in this regard must be provided and enclosed with technical proposal.
5. Must secured minimum qualification marks (70).
6. Has valid License (please attach proof).
7. Have at least 05 years’ experience (please attach proof).
8. In past five years no action of local Regulatory Authority of any country is taken against the company (Bidders are required to attach an undertaking to this effect. Undertaking must be sign ed and stamped by authorized officer).

8. FORMS OF BID

FORM-A Company’s basic Information

| | | | | |
|----|-------------------------------|--|----------|--|
| a. | Name of Company | | | |
| b. | Registered Address of Company | | | |
| c. | Contact person’s name/title | | Name: | |
| | | | Title: | |
| d. | Phone No. | | Cell No. | |
| e. | Fax No: | | Email | |

FORM-B Technical Bid evaluation criteria

| Sr. No. | Parameters | Response of Bidder | Distribution of Marks |
|---------------------------------------|---|--------------------|-----------------------|
| 1 | Experience of providing reinsurance/retakaful services to Life Insurance companies/family takaful operators. | | |
| | Above 15 years | | 25 |
| | ≥12 & < 15 years | | 15 |
| | ≥10 & < 12 years | | 10 |
| | ≥7 & < 10 years | | 5 |
| | Below 7 years | | 0 |
| Attach Proof as Flag '8-B (1)' | | | |
| 2 | List of location of office(s) (Name of country) | | |
| | 1 mark for Offices located in each country, maximum marks 15 | | 15 |
| Attach Proof as Flag '8-B (2)' | | | |
| 3 | Number of staff engaged as fulltime employees: | | |
| | Above 500 + | | 20 |
| | From 250 – 499 | | 15 |
| | From 100 – 249 | | 10 |
| | From 50 – 99 | | 5 |
| | Less than 50 | | 0 |
| Attach Proof as Flag '8-B (3)' | | | |
| 4 | Annual Net Income from reinsurance/retakaful services provided for the year 2021 | | |
| | Above USD 1000 million | | 20 |
| | Above USD 750 million | | 15 |
| | Above USD 500 million | | 10 |
| | Above USD 250 million | | 5 |
| | Less than USD 250 million | | 0 |
| Attach Proof as Flag '8-B (4)' | | | |
| 5 | Number of companies/clients to which reinsurance / retakaful services are being provided | | |
| | 100+ companies/client | | 20 |
| | 75-99 companies/client | | 15 |
| | 50-74 | | 10 |
| | 20-49 | | 5 |
| | Under 20 | | 0 |
| Attach Proof as Flag '8-B (5)' | | | |

Minimum qualification marks = 70

Financial Evaluation

(Form C to E)

FORM-C Assumed Age-wise distribution for Individual Life Family Takaful (60 Marks)
Assumed Total Sum Cover above the retention limit of Rs. 1 million (Financial Bid-IL)

To be filled in by bidder Amount in 000s

| Age | Total Sum at Risk (a) | Retakaful contribution rate per 1,000 SAR (b) | Retakaful Commission % (c) | Net Contribution (a x (b x (1-c))) |
|-------------------------|-----------------------|---|----------------------------|------------------------------------|
| 20 | 1,805,065 | | | |
| 21 | 770,905 | | | |
| 22 | 798,123 | | | |
| 23 | 1,071,802 | | | |
| 24 | 1,147,056 | | | |
| 25 | 1,664,910 | | | |
| 26 | 1,691,259 | | | |
| 27 | 1,834,403 | | | |
| 28 | 2,083,006 | | | |
| 29 | 2,279,625 | | | |
| 30 | 3,329,502 | | | |
| 31 | 3,690,843 | | | |
| 32 | 4,000,719 | | | |
| 33 | 3,871,733 | | | |
| 34 | 4,399,407 | | | |
| 35 | 4,709,303 | | | |
| 36 | 4,847,992 | | | |
| 37 | 5,010,832 | | | |
| 38 | 4,923,339 | | | |
| 39 | 4,876,955 | | | |
| 40 | 5,451,102 | | | |
| 41 | 5,078,478 | | | |
| 42 | 4,731,320 | | | |
| 43 | 4,790,042 | | | |
| 44 | 4,988,304 | | | |
| 45 | 4,170,473 | | | |
| 46 | 3,474,250 | | | |
| 47 | 2,710,959 | | | |
| 48 | 2,982,492 | | | |
| 49 | 2,256,888 | | | |
| 50 | 2,287,913 | | | |
| 51 | 2,723,056 | | | |
| 52 | 1,527,830 | | | |
| 53 | 1,441,166 | | | |
| 54 | 1,089,505 | | | |
| 55 | 1,064,487 | | | |
| 56 | 584,544 | | | |
| 57 | 510,073 | | | |
| 58 | 392,243 | | | |
| 59 | 180,996 | | | |
| 60 | 209,641 | | | |
| 61 | 36,555 | | | |
| 62 | 76,072 | | | |
| 63 | 101,702 | | | |
| 64 | 25,154 | | | |
| 65 | 45,525 | | | |
| 66 | 16,353 | | | |
| 67 | 36,538 | | | |
| 68 | 37,638 | | | |
| 69 | 12,443 | | | |
| 70 | 10,357 | | | |
| 71 | 100 | | | |
| 72 | 30,344 | | | |
| 73 | 26,868 | | | |
| 74 | 100 | | | |
| 75 | 7,067 | | | |
| 76 | 12,509 | | | |
| 77 | 7,121 | | | |
| 78 | 100 | | | |
| 79 | 100 | | | |
| 80 | 100 | | | |
| 81 | 100 | | | |
| 82 | 8,444 | | | |
| 83 | 100 | | | |
| 84 | 100 | | | |
| 85 | 100 | | | |
| Net Contribution | | | | |

FORM-D Assumed Age-wise distribution for Group Life Family Takaful (25 Marks)
 Assumed Total Sum Cover above the retention limit of Rs. 1 million (Financial Bid-Group)

Amount in 000s

| Age | Total Sum at Risk (a) | Retakaful contribution rate per 1,000 SAR (b) | Retakaful Commission % (c) | Net Contribution (a x (b x (1-c))) |
|-------------------------|-----------------------|---|----------------------------|------------------------------------|
| 20 | - | | | |
| 21 | 700 | | | |
| 22 | 700 | | | |
| 23 | 10,600 | | | |
| 24 | 12,085 | | | |
| 25 | 27,450 | | | |
| 26 | 44,606 | | | |
| 27 | 60,994 | | | |
| 28 | 79,537 | | | |
| 29 | 132,019 | | | |
| 30 | 171,915 | | | |
| 31 | 238,949 | | | |
| 32 | 295,463 | | | |
| 33 | 577,080 | | | |
| 34 | 658,802 | | | |
| 35 | 1,145,120 | | | |
| 36 | 1,349,630 | | | |
| 37 | 1,366,072 | | | |
| 38 | 1,630,621 | | | |
| 39 | 1,798,553 | | | |
| 40 | 1,905,104 | | | |
| 41 | 1,667,293 | | | |
| 42 | 2,161,574 | | | |
| 43 | 2,260,174 | | | |
| 44 | 1,785,840 | | | |
| 45 | 1,840,644 | | | |
| 46 | 2,478,854 | | | |
| 47 | 2,303,225 | | | |
| 48 | 2,939,562 | | | |
| 49 | 3,334,884 | | | |
| 50 | 3,503,744 | | | |
| 51 | 3,546,869 | | | |
| 52 | 3,973,832 | | | |
| 53 | 3,877,414 | | | |
| 54 | 3,583,403 | | | |
| 55 | 2,710,198 | | | |
| 56 | 2,996,359 | | | |
| 57 | 2,633,476 | | | |
| 58 | 2,145,436 | | | |
| 59 | 2,135,005 | | | |
| 60 | 586,374 | | | |
| 61 | 281,358 | | | |
| 62 | 165,393 | | | |
| 63 | 64,854 | | | |
| 64 | 188,880 | | | |
| 65 | 13,300 | | | |
| 66 | 7,770 | | | |
| 67 | 3,700 | | | |
| 68 | 100 | | | |
| 69 | 8,000 | | | |
| 70 | 100 | | | |
| 71 | 100 | | | |
| 72 | 100 | | | |
| 73 | 100 | | | |
| 74 | 100 | | | |
| 75 | 100 | | | |
| 76 | 100 | | | |
| 77 | 100 | | | |
| 78 | 100 | | | |
| 79 | 100 | | | |
| 80 | 100 | | | |
| 81 | 100 | | | |
| 82 | 100 | | | |
| 83 | 100 | | | |
| 84 | 100 | | | |
| 85 | 100 | | | |
| Net Contribution | | | | |

FORM-E Supplementary Riders Financial Evaluation Format (15 Marks):

Group Life-

To be filled in by bidders

| | Supplementary Rider | Net Retakaful Contribution Rate per 1000 Sum at Risk |
|----|----------------------------|---|
| a) | ADB | |
| b) | PTD (A) | |
| c) | PTD (N) | |
| d) | Total | |

Individual Life-

To be filled in by bidders

| | Supplementary Rider | Net Retakaful Contribution Rate per 1000 Sum at Risk |
|----|----------------------------|---|
| a) | ADB | |
| b) | AIB | |
| c) | Total | |

Total Rider Rates = Individual Life + Group Life

9.Illustration

Data Provided by Bidders

| S.No. | Name of Bidder | Marks obtained in Technical Bid | Technical qualified |
|-------|----------------|---------------------------------|---------------------------|
| 1 | A | 78 | Yes |
| 2 | B | 85 | Yes |
| 3 | C | 45 | No (min 70marks required) |
| 4 | D | 50 | No (min 70marks required) |
| 5 | E | 76 | Yes |

Financial Bid of bidders C & D will not be opened and the most advantageous bidder will be evaluated solely based on Financial Bid.

FINANCIAL BID

| Sr. No. | Name of Bidder | FORM-C (Amount in millions) | FORM-D (Amount in millions) | FORM-E (Rate per 1,000 SAR) |
|---------|----------------|-----------------------------|-----------------------------|-----------------------------|
| 1 | A | 5.00 | 1.68 | 1.80 |
| 2 | B | 3.50 | 2.40 | 1.20 |
| 3 | E | 3.00 | 1.92 | 0.60 |

For comparison purposes SLIC will use following sample table to arrive at net financial cost of re-takaful

| Sr. No. | Name of Bidder | FORM-C (60 marks) | FORM-D (25 marks) | FORM-E (15 marks) | TOTAL |
|---------|----------------|-------------------|----------------------|--------------------|-------|
| 1 | A | $3/5*60=36.00$ | $1.68/1.68*25=25.00$ | $0.6/1.8*15=5.00$ | 66.00 |
| 2 | B | $3/3.5*60=51.43$ | $1.68/2.4*25=17.50$ | $0.6/1.2*15=7.50$ | 76.43 |
| 3 | E | $3/3*60=60.00$ | $1.68/1.92*25=21.88$ | $0.6/0.6*15=15.00$ | 96.88 |

Evaluation Criteria for Financial Proposal

Form-C: Lowest contribution will be awarded full marks and others will be prorated accordingly

Form-D: Lowest contribution will be awarded full marks and others will be prorated accordingly

Form-E: Lowest rider premium rates will be awarded full marks and others will be prorated accordingly

TOTAL: Maximum marks will be considered as the most advantageous bidder, in this illustration the successful bidder is 'E'

10. Mandatory Conditions for Retakaful Arrangement

- I. Annual expected retakaful risk contribution rates should be guaranteed till the end of membership term for the lives underwritten during the contract period. (Retakaful Contribution rates to be provided in the financial proposal only in Forms 'C', 'D' and 'E').
- II. The lives underwritten during the contract period will continue to retakaful coverage with the selected retakaful operator even after the contract period has ended.
- III. Initial Obligatory claim settlement limit of at least Rs. 15 million for group life and Rs. 15 million for individual Life Family Takaful. The limits can be revised upwards after mutual discussion on the anniversary date of treaty.
- IV. Obligatory acceptance limit of at least Rs. 50 million. The limits can be revised upwards after mutual discussion on the anniversary date of treaty
- V. The coverage beyond the obligatory acceptance limits can be covered on facultative basis.
- VI. Coverage for Individual Life and Group Life Supplementary Riders should be at least equal to basic death cover limits.
- VII. For group life family takaful, a comprehensive formula for Free cover limit (FCL) should be provided which should consider the group size and average sum covered. Any maximum cap on FCL may be increased every year to accommodate the annual salary increases and inflation. FCL of at least Rs. 30 million is required for at least 65 years of age is preferable.
- VIII. Sample/ Draft Treaty be provided.
- IX. All cessions shall be affected in the original currency of the membership (i.e.; PKR)
- X. Availability of Online underwriting software/support for evaluation of risk
- XI. Wakala fee must be shown separately in Form 'C', 'D' and 'E'.

11. GENERAL CONDITIONS OF CONTRACT

a. Validity of the proposal

All proposals and price shall remain valid for a minimum period of 180 days from the closing date of submission of proposal.

b. Ownership

The ownership of all products and services rendered under this contract arising as a result of this bidding process will be the sole property of SLIC.

c. Governing Laws

This request for Proposal and any contract executed pursuant to this bidding shall be governed by and construed in accordance with the relevant laws of Pakistan.

d. Acceptance or Rejection of Proposals

SLIC reserves the right not to accept the lowest or any proposal and to cancel the bidding process as per PPRA rules. The decision of SLIC will be binding on all concerned and will not be challengeable at any forum.

e. Initiation of work

Immediate after signing of contract.

f. Taxes

The bid amount will be inclusive of all applicable taxes.

g. Minimum Qualifying marks in Technical Proposal

Minimum qualifying marks in technical proposal is 70. The financial bids of the bidders, securing less than qualifying marks (70) will be returned un-opened.

h. Availability of Bid Form and Contact Person for Enquiries

The Bid Form can be obtained from the following address, and can be downloaded from the website of SLIC www.statelife.com.pk

Mr. Imran Hussain (Departmental Head General Services)
State Life Insurance Corporation of Pakistan
Building No .9
Dr. Zia Uddin Ahmed Road, Karachi, Pakistan
Phone No.
Email: dpgs@statelife.com.pk

i. Opening of Bids

Technical Bid Opening

Technical bid will be opened on last day of submitting the proposal, i.e., at **11:00 - A.M. on 26-09-2023**, in the presence of representatives of companies, participating companies are requested to observe the time strictly.

Financial Bid Opening

The date of opening of financial bid will be conveyed to successful technically qualified bidders through email / letter / telephone.

j. Successful/ most advantageous bidder

The bidder scoring maximum marks in financial bid (please see para 9) will be declared as most advantageous/successful bidder, for the technically qualified bidders only.

k. Pre-Bid Meeting

Pre-bid meeting will be held on **28-08-2023** at the under mentioned venue.

State Life Insurance Corporation of Pakistan
Building No .9
Dr. Zia Uddin Ahmed Road, Karachi, Pakistan

l. Terms of Payment

All Payments will be made after adjustment of claims, commission, profit commission etc. in the original currency of the membership (i.e.; PKR) on quarterly basis within 30 days after submission of required reports.

m. Companies not Eligible to Participate

The Bidder not fulfilling the criteria mentioned at para 7 will not be eligible to participate in this tender. The participating bidders are requested to attach proof of para 7 and flag the same.

n. Disqualification

SLIC through its committees may at its sole discretion and at any time during the evaluation of proposal till signing of agreement, disqualify any responding company, if it has:

- a. Submitted the proposal documents after the deadline.
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, delay in completion of work or financial failures etc. in any project.
- d. Submitted a proposal that is not accompanied by the required documentation or is non-responsive.
- e. Failed to provide clarification related thereto, when sought.
- f. Submitted a proposal with price adjustment / variation provision / condition.

g. Declared ineligible, black listed or disciplinary proceedings initiated against the company by the any organization whether government, multinational or private entity for corrupt and fraudulent practices or convicted by the court. An affidavit in this regard must be provided and enclosed with technical proposal.

o. Settlement of dispute

Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions of prevailing arbitration laws.

Services under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or by the SLIC shall be withheld on account of such proceedings except disputed.

p. Force Majeure

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

The failure of a Party to fulfill 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 in writing not later than fifteen (15) days following the occurrence of such an event.

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.

q. Termination

The SLIC may terminate this Contract by not less than thirty (30) days written notice of termination to the company to be given after the occurrence of any of the events specified in paragraphs (a) to (c):

- a. if the company do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as SLIC may has subsequently approved in writing;
- b. if SLIC, in its sole discretion, decides to terminate this Contract.
- c. if, as the result of Force Majeure, the company is unable to perform a material portion of the Services for a period of not less than sixty (60) days;

r. Subletting

The Bidder shall not sublet, sell, transfer, assign any portion of the assignment without written consent of SLIC.

12.PERIOD OF CONTRACT

Period of contract will be 3 years. However, the takaful membership underwritten during the contract period will be covered till the end of its membership term with the same retakaful contribution rates provided in this proposal.

13.SUBMISSION OF PROPOSAL

The technical and financial proposals along with Annexure **A4** completed in all respect, should be submitted by **26-09-2023, up-to 10:30** hours on the address given in 11 h. The Bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the **Technical proposal** and **Financial proposal**.

No proposal shall be entertained if either of technical or financial proposal are missing and company's stamp is not affixed on envelop

For any queries regarding Tender Documents and/ or softcopy of the data for Financial Proposal, please email us at dpgs@statelife.com.pk .

Individual Life Family Takaful Products

| PRODUCT TYPE | DESCRIPTION |
|------------------------------------|--|
| <i>Unit Linked Products</i> | <p>The Plan operates under a Unit-Linked styled chassis wherein Gross Contribution net of Allocation and Unit Allocation Charges will be allocated to Participant Investment Fund (PIF) and units will be allocated appropriately.</p> <p>Risk coverage of these plans are catered from waqf fund against a risk charge deducted on monthly basis.</p> |
| <i>Endowment</i> | <p>This plan also operates like unit linked product with the additional death Benefit of declared bonuses payable from Participant Takaful Fund (PTF) in case of death/ maturity. Additionally, Carrying Value of Participant Investment Account is also payable to the nominee.</p> |

Conventional Group Life Products

| PRODUCT TYPE | DESCRIPTION |
|--|---|
| <i>Group Term Insurance²</i> | Group Term Insurance Plan provides life insurance coverage to the member of a group, such as the employees of an employer. The amount of coverage of each member is determined with reference to either his designation or salary or employment category or some other similar variable. Supplementary contracts such as; Permanent Total Disability (Accident), Accidental Death Benefit Rider, Natural Disability Rider and Critical Illness Rider may be attached at the discretion of client. |
| <i>Group Endowment Insurance</i> | Group Endowment Scheme is a unique saving and protection scheme through which the employees of an employer can enjoy insurance protection throughout their service and also get a lump sum cash amount upon their retirement. |

² Group Term Insurance is also provided with various modifications such as provident fund insurance, persons availing insurance loans and claims payments with pay continuation or in the form of annuity etc.

Individual Life Family Takaful Supplementary Riders

| SUPPLEMENTARY RIDER | DESCRIPTION |
|--|--|
| <i>Accidental Indemnity Benefit (AIB)</i> | <ul style="list-style-type: none"> * Payment of additional Sum Cover in case of death due to accident, or in the event of loss of two or more limbs or loss of sight in both eyes. * One-half of the Sum Cover for loss of one limb. * One-third of Sum Cover for loss of one eye * One-fourth of Sum Cover for loss of thumb and index finger. * Indemnities are also paid on conditional basis. |
| <i>Family Income Benefit (FIB)</i> | <p>Under this rider, in case of death of participant an annuity of 10% to 50% per annum of basic Sum Cover is payable yearly until the expiry of the membership.</p> |
| <i>Term Takaful Rider (TTR)</i> | <p>The amount of Sum Cover is paid in addition to benefits payable in the event of death of participant during the term of membership</p> |
| <i>Accidental Death Benefit (ADB)</i> | <p>Under this rider the death benefit of participant is doubled if the death was caused by an accident.</p> |

Supplementary/Stand-alone Riders (Conventional Group Life)

| SUPPLEMENTARY RIDER | DESCRIPTION |
|---|---|
| Accidental Death Benefit (ADB) | <ul style="list-style-type: none"> • <i>Is offered as supplementary rider or stand alone</i> • <i>In case of supplementary rider, benefit amount of an insured is doubled if the death was caused by an accident.</i> • <i>In case of stand-alone, benefit amount is paid in case of death due to accident.</i> |
| Permanent Total Disability (Accident) PTD(A) | <ul style="list-style-type: none"> • <i>Is offered as supplementary rider or stand alone</i> • <i>Under this rider the insured is entitled to payment of the sum assured in case of any accident causing permanent and total disability, which includes loss of two eyes or two limbs or loss of hearing in both ears or severe facial disfigurement.</i> • <i>If the disability is permanent but not total then some percentage of the sum assured is payable depending on the severity of the disability. In this regard the same schedule is applicable as is prescribed under the labor laws.</i> |
| Permanent Total Disability (Natural) PTD(N) | <ul style="list-style-type: none"> • <i>Is offered as supplementary rider or stand alone</i> • <i>Under this rider the insured is entitled to payment of the sum assured in case of any natural incident causing permanent and total disability, which includes loss of two eyes or two limbs or loss of hearing in both ears or severe facial disfigurement.</i> |
| Critical Illness Cover | <ul style="list-style-type: none"> • <i>If an employee contracts any of the following critical illnesses while insured under this rider then he/she is entitled to the rider sum assured as benefit. Covered critical illnesses include.</i> <ul style="list-style-type: none"> - Heart attack - Coronary Artery by-pass surgery - Stroke - Cancer - Kidney failure f. Major organ transplant such as heart, kidney or liver • <i>The insured member must survive for at least 31 days after contracting the illness to become eligible for the benefit. Some restrictions apply during the first two years of coverage</i> |

SPECIMEN OF FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made on the ____ day of__ (month) of____(year), between, State Life Insurance Corporation of Pakistan on the one hand, (hereinafter called the "SLIC" which expression shall include the successors, legal representatives and permitted assigns) and, on the other hand, _____(hereinafter called the "Firm" which expression shall include the successors, legal representatives and permitted assigns).

WHEREAS

- (a) The SLIC has requested the Company to provide retakaful arrangements as defined in the Scope of Work as per tender document attached to this Contract (hereinafter called the "Services"); and
- (b) The Company, having represented to the SLIC that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. The General Conditions as set forth / elaborated in the Tender Document;
 - b. The integrity pact;
 - c. Non-Disclosure Agreement
- 2. The mutual rights and obligations of the SLIC and the Company shall be as set forth in the Contract, in particular:
 - a. The Company shall carry out the Services in accordance with the provisions of the Tender Document;
 - b. The Company shall initiate work after signing the instant agreement and continue to carry out as per term of the contract.
 - c. The SLIC shall make payments to the Firm in accordance with the provisions of the Tender Document.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of State Life Insurance Corporation (SLIC)

Witness:

Signatures: _____

Name: _____

Title: _____

Signatures: _____

Name: _____

Title: _____

(Seal)

For and on behalf of Company

Witness:

Signatures: _____

Name: _____

Title: _____

Signatures: _____

Name: _____

Title: _____

(Seal)

SPECIMEN OF NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (“Agreement”) is entered into by and between _____ (Company) and State Life Insurance Corporation of Pakistan (hereinafter called the “SLIC” which expression shall include the successor, legal representatives and permitted assigns), effective as of the date of latest execution below (“Effective Date”).

WHEREAS, as part of scope/execution of awarded of work, the SLIC shall provide financial, accounting, auditing and other proprietary information to Company (Recipient); and

WHEREAS, the parties mutually desire to set forth the terms and conditions of their agreement for maintaining the confidentiality of such information and certain related matters;

NOW, THEREFORE, in consideration of the foregoing and the agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. “Confidential Information” as used in this Agreement shall include all information provided by Disclosing Party to Recipient, except as noted herein, whether in oral, written, electronic, graphic, or other format, including without limitation: (a) Disclosing Party’s financial and accounting information; (b) information regarding Disclosing Party’s, or such party’s corporate affiliates’, financial condition or performance, business operations, plans, strategies or techniques, know how, products or services, pricing, past or current customer information, systems or system strategies, and marketing and distribution plans, methods or techniques; (c) any information that is marked “confidential,” “proprietary,” or with like words, or that is summarized in writing as being confidential prior to or promptly after disclosure to the other party; (d) any and all research, data and databases; (e) any models, source code, or other information contained within any software, model or system; (f) information relating to or arising from any software, models, modeling results or output; (g) family takaful membership or participant information; (h) any retakaful structures or risk management solutions created, disclosed or analyzed by Company; (i) any takaful or retakaful underwriting and pricing information, and information relating to actuarial analysis and market capacity; (j) any third-party confidential information included with, or incorporated in, any information provided by Disclosing Party; and (k) designs, ideas, concepts, intelligence engineering, techniques, processes, methodologies, and technology embodied in any of the foregoing. Additionally, the parties agree that “Confidential Information” shall also include (a) the existence of this Agreement; (b) the fact that the Confidential Information exists or has been, or may be, made available to Recipient; (c) the identity of the parties involved in the Transaction, including without limitation the parties hereto, and the fact that either party hereto is considering or evaluating the Transaction; (d) the fact that discussions or negotiations are taking or have taken place concerning the Transaction, including those discussions or negotiations pertaining to this Agreement; and (e) any term, condition or other facts relating to the Transaction or such discussions or negotiations, including without limitation the status thereof.
2. Confidential Information shall not include information which: (a) is or becomes generally available to the public other than as a result of disclosure by Recipient in violation of this Agreement; (b) was available to or already known by Recipient on a non-confidential basis prior to its disclosure by Disclosing Party; (c) is developed by Recipient independently of any information acquired from Disclosing Party; or (d) becomes available to Recipient on a non-confidential basis from a source other

than Disclosing Party, provided that Recipient does not know that such source is bound by confidentiality obligations to Disclosing Party.

3. Each party agrees to exercise reasonable care to protect and prevent unauthorized disclosure of the other party's Confidential Information. Recipient may disclose Disclosing Party's Confidential Information to any of its affiliates, officers, directors, employees, agents or representatives (collectively "Agents") who have a need to know such information in connection with the Transaction, provided that Recipient advises each such Agent of the requirements to maintain the confidential nature of the Confidential Information. Except as expressly authorized in writing by Disclosing Party, Recipient of such Confidential Information will not, and will not permit any of its Agents to, directly or indirectly, (a) report, publish, distribute, disclose, or otherwise disseminate the Confidential Information, or any portion thereof, to any third party or (b) use the other party's Confidential Information, or any portion thereof, for its own benefit or for the benefit of any of its Agents or any third party for any purpose (except as necessary for purposes of participating in or supporting the Transaction). Recipient acknowledges and agrees that it will be responsible for any breach of this Agreement by any of its Agents and agrees, at Recipient's sole expense, to take reasonable measures to restrain Recipient's Agents from prohibited or unauthorized disclosure or use of the Confidential Information.
4. Nothing in this Agreement shall prevent disclosures pursuant to a court order, subpoena, or other requirement of any governmental or regulatory authority, provided that Recipient promptly notifies Disclosing Party in writing (to the extent legally permissible) of any such order or requirement and cooperates, at Disclosing Party's expense, in an effort to obtain a protective order from the issuing court or governmental or regulatory authority limiting disclosure and use of the information. If Disclosing Party does not timely obtain such protective order or if Disclosing Party consents to the Confidential Information being released, then Recipient may provide only the Confidential Information that is legally required to be disclosed.
5. Nothing in this Agreement precludes Recipient from disclosing any Confidential Information relating to Disclosing Party or the Transaction to the extent that the disclosure is made in any suit, action or proceeding (whether in law or in equity or pursuant to arbitration) involving the Transaction for the purpose of defending itself, reducing its liability or protecting or exercising any of its claims, rights, remedies or interests under or in connection with the Transaction.
6. The parties agree that impermissible disclosure or use of Confidential Information or other breach or violation of any of the provisions of this Agreement may cause irreparable harm to Disclosing Party and that remedies at law may be inadequate to protect against breach of this Agreement. The parties hereby agree in advance that Disclosing Party shall have the right, in addition to all other available remedies, to seek injunctive relief without proof of actual damages in order to prevent such acts, attempts and violations. Nothing herein shall prevent either party from competing in good faith for the business of any customer or customers, provided it does not use for such purpose any Confidential Information of the other party obtained in connection with the Transaction.
7. Each party understands and agrees that its access to and use of Confidential Information of the other party is at the sole control and discretion of such other party and that this Agreement does not establish any rights to continued access to or use of the Confidential Information furnished by the other party. Upon request of Disclosing Party, Recipient shall return or destroy all Confidential Information of Disclosing Party which is in its possession or subject to its control, except for archival and backup copies that are not readily available for use and business records required by law to be retained, which Recipient will continue to treat as confidential pursuant to the terms of this

Agreement. Additionally, upon request, such destruction of information shall be certified in writing to Disclosing Party by an authorized official of Recipient.

8. This Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective legal representatives, successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other.
9. It is understood and agreed that any failure or delay in exercising any right granted in this Agreement shall not operate as a waiver of the right, nor shall any single or partial exercise of any right preclude any other or further exercise of the right or the exercise of any other right granted in this Agreement.
10. If any provision of this Agreement shall be finally determined to be invalid or unenforceable by any court of competent jurisdiction, such provision shall be deemed to be severed from this Agreement, but every other provision of this Agreement shall remain in full force and effect. With respect to any such provision so determined to be invalid or unenforceable, any court with jurisdiction over the parties and subject matter hereof shall have all necessary authority to rewrite such provision in order to provide for the enforceability thereof to the maximum extent permissible under law, and the parties hereto agree to abide by such court's determination.
11. The confidentiality obligations set out in this Agreement shall survive the termination of the business relationship between the parties and the termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have caused this Agreement to be executed, effective as of the Effective Date set forth above.

Company

Signatures: _____

Name: _____

Title: _____

Date: _____

SLIC

Signatures: _____

Name: _____

Title: _____

Date: _____

SPECIMEN OF INTEGRITY PACT

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

Full name of the Company (The Company) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from State Life Insurance Corporation of Pakistan (SLIC) or any administrative subdivision or agency thereof or any other entity owned or controlled by it SLIC through any corrupt business practice.

Without limiting the generality of the foregoing, the Company 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 SLIC, except that which has been expressly declared pursuant hereto.

The Company 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 SLIC and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Company 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 SLIC under any law, contract or other instrument, be voidable at the option of SLIC.

Not with standing any rights and remedies exercised by SLIC in this regard, the Company agrees to indemnify SLIC for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to SLIC in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by the Firm 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 SLIC.

[Client/SLIC]

[Bidder/Company]

PROPOSAL SECURING DECLARATION

Date:

Proposal/Tender No:

To: *[insert complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Proposals must be supported by a Proposal Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding in any contract with the Procuring Agency for the period of time as determined by the Authority if we are in breach of our obligation(s) under the Proposal conditions, because we:

- (a) have withdrawn or modified our Proposal during the period of Proposal Validity specified in the Form of Proposal;
- (b) Disagreement to arithmetical correction made to the Proposal price; or
- (c) having been notified of the acceptance of our Proposal by the Procuring Agency during the period of Proposal Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the SRFP Documents.

We understand this Proposal Securing Declaration shall expire if we are not the successful Service Provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Service provider; or (ii) twenty-eight (28) days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the Proposal for and on behalf of: *[insert complete name of Service Provider]*

Dated on _____ day of _____, _____ *[insert date of signing]*
Corporate Seal (where appropriate)