BIDDING DOCUMENT

PROVISION OF MEDICAL INSURANCE SCHEME FOR NAQDA STAFF – 2021 / 2022

UNDER

NATIONAL COMPETITIVE BIDDING PROCEDURES

(TWO ENVELOPE SYSTEM)

CONTRACT NO: NQ/DPC/2020/NCB/S/05

National Aquaculture Development Authority of Sri Lanka

Check List

National Aquaculture Development Authority of Sri Lanka

COMPLIANCE TO THE BASIC REQUIREMENTS & INFORMATION

Tender Name - PROVISION OF MEDICAL INSURANCE SCHEME FOR NAQDA STAFF – 2021 / 2022

Tender No. - NQ/DPC/2020/NCB/S/05

Important Notes:

01. This check list should also be completed and signed and should be attached to the Technical Proposal. Failure to furnish any of below from (01) to (05) as specified will cause the Bid to be non - responsive.

02. Failure to furnish any of below from (01) to (05) as specified will cause the Bid to be non - responsive.

03. The Technical proposal together with all the other required documents including the bid security and with a signed copy of the conditions of Tender except the financial proposal with the Form of Bid and the Price Schedule (Annex II and Annex III of the bidding documents) should be submitted in one envelope marked as the Technical Proposal.

04. The Financial proposal with the Form of Bid and the Price Schedule (Annex II and Annex III of the bidding documents) should be submitted in the other envelope marked as the Financial Proposal.

05. We have seen many bidders do mistakes that could lead their bids become Non responsive. Therefore, please pay your attention to this compliance sheet / Check List before forwarding the Bid with both the Technical proposal and financial proposal.

No.	Minimum Technical Specification	Bidder's Response		
		YES	NO	Remarks
01.	**Bid Security (Annex IV) should be duly completed and should be attached to the Technical Proposal.**			
	The amount should be **Rs 200,000.00**			
	The validity period should be at least for One hundred Twenty One (121) days from the date of closing of the bid. **(15.05.2020)**			
	Format of the Bid Security should be as per the given format only. Failure to do so would cause to reject the bid.			
02.	The bidder should complete Annex I of the Bidding Document and **should be attached to the Technical Proposal.**			

03.	The bidder should complete Annex II of the Bidding Document and **should be attached to the Financial Proposal.**			
04.	The bidder should complete Annex III of the Bidding Document and **should be attached to the Financial Proposal.**			
05.	The bidder should complete Annex IV of the Bidding Document **and should be attached to the Technical Proposal.**			
06.	**Tender should be registered for PCA Form 03 as per Public Contract Act No. 03 of 1987 and the copy of the certificate should be attached to the Technical Proposal.**			
07.	The bidder should be registered under the Insurance Regulatory Commission of Sri Lanka (IRCSL) for providing of Insurance services **and the copy of the certificate should be attached to the Technical Proposal.**			
08.	The bidder should provide proofs of Business Registration **and the copies of the certificates should be attached to the Technical Proposal.**			
09.	The bidder should provide proofs of experience for the past 03 years **and should be attached to the Technical Proposal.**			
10.	The bidder should provide Client Reference **and should be attached to the Technical Proposal.**			
11.	The bidder should provide List of Hospitals **and should be attached to the Technical Proposal.**			
12.	The bidder should provide Draft Insurance Policies **and should be attached to the Technical Proposal.**			
13.	Availability of adequate active staff for **medical claiming procedure should be mentioned in the Technical Proposal.**			

.....
Date

.....
Signature of Bidder / Tenderer

කෘෂිකර්ම, පශු සම්පත් සංවර්ධන, වාරිමාර්ග සහ දිවර හා ජලජ සම්පත් සංවර්ධන අමාත්‍යාංශය
கமத்தொழில், கால்நடை அபிவிருத்தி, நீர்ப்பாசனம் மற்றும் கடற்றொழில் நீரியல்வளங்கள் அபிவிருத்தி அமைச்சு
Ministry of Agriculture, Livestock Development, Irrigation and Fisheries & Aquatic Resources Development

ශ්‍රී ලංකා ජාතික ජලජීවී වගා සංවර්ධන අධිකාරිය
இலங்கை தேசிய நீர் உயிரிள வளர்ப்பு அபிவிருத்தி அதிகாரசபை
National Aquaculture Development Authority of Sri Lanka

මගේ අංකය / எனது இல. / My No. My No: NQ/2/5/2020/ ඔබේ අංකය / உமது இல. / Your No.

දිනය / திகதி / Date 01st January, 2021

M/s.....

.....

.....

Dear Sir,

Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022
NQ/DPC/2020/NCB/S/05

Refer to above and as requested, following Tender documents are attached.

1. Instructions to Bidders with Tender Conditions on the Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022
2. Employer's Minimum Requirements / Specifications – ***Annex I***
3. Form of Bid – ***Annex II***
4. Price Schedule– ***Annex III***
5. Bid Bond Form – ***Annex IV***
6. Contract Forms (1. Contract Agreement 2. Performance Bond format) – ***Annex V***

Yours faithfully,

Director General
National Aquaculture Development Authority of Sri Lanka 2-3

41/1, නව පාර්ලිමේන්තු පාර, පැලවත්ත, බත්තරමුල්ල. இல. 41/1, புதிய பாராளுமன்ற வீதி, பெலவத்த, பத்தரமுள்ள. 41/1, New Parliament Rd., Pelawatte, Battaramulla.

පොදු දුරකථන කාර්යාලයම් General Nos. 011-2786495, 2786577
සභාපති தலைவர் Chairman 011-2786497
අධ්‍යක්ෂ ජනරාල් பணிப்பாளர் நாயகம் Director General 011-2786498

ධීවර හා ජලජ සම්පත් අමාත්‍යාංශය
கடற்றொழில், நீரியல் வளங்கள் அமைச்சு
Ministry of Fisheries & Aquatic Resources

ශ්‍රී ලංකා ජාතික ජලජීවී වගා සංවර්ධන අධිකාරිය
இலங்கை தேசிய நீர் உயிரின வளர்ப்பு அபிவிருத்தி அதிகாரசபை
National Aquaculture Development Authority of Sri Lanka

මගේ අංකය / எனது இல. / My No.: My No: NQ/2/5/2020/35

ඔබේ අංකය / உமது இல. / Your No.:

දිනය / திகதி / Date: 01st January, 2021

M/s.....
.....
.....

හිතවත් මහත්මයාණනි,

ශ්‍රී ලංකා ජාතික ජලජීවී වගා සංවර්ධන අධිකාරියේ (NAQDA) කාර්ය මණ්ඩලය වෙනුවෙන් 2021 / 2022 වර්ෂය සඳහා වෛද්‍ය රක්ෂණ යෝජනා ක්‍රමයක් සපයා දීම.

කොන්ත්‍රාත් අංක -. **NQ/DPC/2020/NCB/S/05**

ඉහත ප්‍රසම්පාදනයට සහ ඔබගේ ඉල්ලීමට යොමුව පහත සඳහන් පරිදි ලංසු ලේඛන මේ සමග අමුණා ඇත.

01. ශ්‍රී ලංකා ජාතික ජලජීවී වගා සංවර්ධන අධිකාරියේ (NAQDA) කාර්ය මණ්ඩලය වෙනුවෙන් 2021 / 2022 වර්ෂ සඳහා වෛද්‍ය රක්ෂණ යෝජනා ක්‍රමයක් සපයා දීම සඳහා වන ලංසු ලේඛනයන්හි ටෙන්ඩර් කොන්දේසි සමග ලංසු කරුවන් සඳහා උපදෙස් පත්‍රිකාව.
02. සේවායාගේ අවම අවශ්‍යතාවයන් / පිරිවිතරයන් - ඇමුණුම් - I
03. ලංසු පත්‍රිකාව - ඇමුණුම් - II
04. මිල සාරාංශය - ඇමුණුම් - III
05. ලංසු ඇපකර (ලංසු සුරක්ෂණ) ආකෘතිය - ඇමුණුම් - IV
06. කොන්ත්‍රාත් අකෘති පත්‍ර (1. කොන්ත්‍රාත් ගිවිසුම 02. කාර්ය සාධන ඇපකර ආකෘතිය) - ඇමුණුම් - V

මෙයට විශ්වාසී

අධ්‍යක්ෂ ජනරාල්
ශ්‍රී ලංකා ජාතික ජලජීවී වගා සංවර්ධන අධිකාරි

41/1, නව පාර්ලිමේන්තු පාර, පැලවත්ත, බත්තරමුල්ල. இல 41/1 புதிய பாராளுமன்ற வீதி, பெலவத்த, பத்தரமுள்ள. 41/1, New Parliament Road, Pelawatte, Battarmulla.

පොදු දුරකථන කාර්යාලයය General Nos: 011-2786495, 2786577
සභාපති தலைவர் Chairman: 011-2786497
අධ්‍යක්ෂ ජනරාල් பணிப்பாளர் நாயகம் Director General: 011-2786498

Ministry of Fisheries

State Ministry of Ornamental Fish, Inland Fish & Prawn Farming, Fishery Harbour Development, Multiday Fishing Activities and Fish Exports

National Aquaculture Development Authority of Sri Lanka

Invitation for Bids

Procurement Notice

The Chairman of Department Procurement Committee (Major) of the National Aquaculture Development Authority of Sri Lanka invites sealed bids from qualified and eligible bidders for the Provision of following services for a one year period following National Competitive Bidding Procedure.

Contract No & Name of Procurement	Bid Security & Validity (SLR)	Non Refundable Bid Fee (SLR)	Closing Date & Time of Issuing of Bidding Documents	Closing and Opening Date & Time of Receiving of Bid
NQ/DPC/2020/NCB/S/04 **Provision of Catering Services to National Fisheries and Aquaculture Training Institute (NIFATI) at Kalawewa for 2021 / 2022**	**Bid Security - 200,000.00** **Up to 15.05.2021 (for 121 Days)**	**6,000.00**	**13. 01. 2021 at 3.00 p. m.**	**14.01.2021 at 2.00 p. m.**
NQ/DPC/2020/NCB/S/05 **Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022**	**Bid Security - 200,000.00** **Up to 15.05.2021 (for 121 Days)**	**6,000.00**	**13. 01. 2021 at 3.00 p. m.**	**14.01.2021 at 2.00 p. m.**

2. All eligible bidders may obtain further information from Procurement Officer (Tel: 071 772 4430, 011 278 6544 / 6495, Fax: 011 278 6493 / 6575, po@naqda.gov.lk) and www.naqda.gov.lk and inspect the bidding documents free of charge at the following address during office hours from 9.00 a m to 3.00 p. m. from 01st January 2021 to 13th January 2021.

3. **A complete set of Bidding Documents may be purchased by any interested eligible bidder on the submission of a written application with a copy of registration as per Public Contract Act No. 03 of 1987 (for contract value exceeding rupees five million) to the following address** and upon payment of a non-refundable bid fee in cash or bank draft during the period as indicated above.

4. Bids shall be valid for **Ninety-One (91) days (15.04.2021)** from the deadline of bid submission.

5. **All bids must be accompanied by a bid security** issued by a commercial bank approved by Central Bank of Sri Lanka as specified in the Bid Documents and must be delivered to the address given below in accordance with the general conditions on or before the dates mentioned above.

6. NAQDA will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of the Bids.

Chairman,
Department Procurement Committee – Major,
National Aquaculture Development Authority of Sri Lanka,
41/1, New Parliament Road,
Pelawatte, Battaramulla.
01.01.2021

NATIONAL AQUACULTURE DEVELOPMENT AUTHORITY OF SRI LANKA

Instructions to Bidders (ITB)

Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022 for the period from 01.02.2021 to 31.01.2022 for National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road,Pelawatte, Battaramulla Sri Lanka

1.0 Tender No: NQ/DPC/2020/NCB/S/05

Sealed Bids / Tenders **under Two Envelope System**, are hereby invited by **Chairman, Procurement Committee,** National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road,Pelawatte, Battaramulla from eligible and reputed Insurance Companies registered under the Insurance Regulatory Commission of Sri Lanka (IRCSL) for providing of above mentioned services to National Aquaculture Development Authority of Sri Lanka (NAQDA) as specified in the schedules attached ***(Annex I - Specifications for Medical Insurance Scheme, Annex II – Bid Submission Form, Annex III - Price Schedule, Annex IV – Format of Bid Security).***

2.0 Form of Tender

All eligible bidders / tenderers may obtain further information from Procurement Officer (Tel: 071 772 4430, 011 278 6544 / 6495, Fax: 011 278 6493 / 6575, po@naqda.gov.lk) and www.naqda.gov.lk and inspect the bidding documents free of charge at the following address during office hours from 9.00 a m to 3.00 p. m. from 01st January 2021 to 13th January 2021. **Tenders which exceed total contract value of rupees five million (Rs. 5,000,000.00) also should be registered for PCA Form 03 as per Public Contract Act No. 03 of 1987 and the copy of the certificate should be attached to the Bid.**

3.0 Mode of Tender

Tenders should be submitted **under Two Envelope System** in duplicate. **The Technical proposal together with all the other required documents including the bid security and with a signed copy of the conditions of Tender except the Financial proposal with the Form of Bid and the Price Schedule should be submitted in one envelope marked as the Technical Proposal and the Financial proposal with the Form of Bid and the Price Schedule should be submitted in the other envelope marked as the Financial Proposal.** The original and the duplicate of the tender should be signed by the Tenderer and enclosed in separate sealed covers marked the Tender for **"Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022 – Two Envelope System"** on the top left corner of the cover or the envelope.

4.0 Mode of Transmission and Closing of Tenders

Sealed bids (Original Technical Proposal, Original Financial Proposal, Duplicate Technical Proposal, Duplicate Financial Proposal) should be sent under registered post or delivered by hand or deposited in the Tender Box so as to reach the **Chairman, Procurement Committee, National Aquaculture Development Authority of Sri Lanka, No 41/1, New Parliament Road, Pelawatte, Battaramulla., not later than 14.00 hrs., on 14th January 2021 "Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022" – Two Envelope System (Do not Open before 14.00 hrs., on 14th January 2021"** should be mentioned on the top left corner of the envelope. Tenders received after the date and time of closing of tenders will be rejected.

5.0 Opening of Tender

Technical proposals will be opened at the National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatte, Battaramulla **at 2.00 p.m.** on 1**4.01.2021.** Tenderers or their authorised representatives may be present at the time of opening of tenders. The names of the Tenderers as well as, bid security details will be read out to those present. Financial proposals will be opened upon finalizing of the evaluation of the Technical Proposals in the presence of the qualified bidders at the technical evaluation.

6.0 Bid Security

6.1 All bids should be accompanied by a Bid Security (Bid Bond) which should be for a sum of **Rs. 200,000.00 and should be enclosed in the Technical Proposal. Format of the Bid Security should be as per the given format only. Failure to do so would cause to reject the bid.**

6.2 This Bid Bond may be offered in the form of a deposit in cash or Bank Guarantee confirmed by a Bank operating in Sri Lanka payable to Director General, **National Aquaculture Development Authority of Sri Lanka, No 41/1, New Parliament Road, Pelawatte, Battaramulla.**

6.3 The validity of the above Bid Security should be at least for One Hundred Twenty One (121) (15th May 2021) days from the date of opening of the bidder.

6.4 Any tender not accompanied by a Bid Security will be rejected and no further consideration will be given to such a bidder.

6.5 After the award has been finalized, the Bid Securities will be released to the unsuccessful bidders. The bid security of the successful bidder will be released after signing of Contract Agreement and furnishing of required performance Security by bidder.

6.6 No interest will be paid on any Guarantee or Deposit

6.7 The Bid Security should be in the specimen form attached. **Failure to do so would cause the bid to be rejected.**

7.0 Perfection of Bid Schedules

7.1 The bid form/schedules should be perfect and duly completed in all details by the bidders.

The bidders should not in any way alter the description of the items specified in the schedule/s.

7.2 The rates quoted should be for complete unit mentioned in the schedule/s and should be indicated in figures as well as in words.. All alterations/erasures should be authenticated by the bidders. In the event of any discrepancies between the words and figures or other errors in the proper completion of the bid forms, such imperfect tenders will be liable for rejection.

Note: The Price Schedule shall be forwarded in the format as indicated in the Annex - III

7.3 The rates shall be quoted in Sri Lanka Rupees to supply the services to **National Aquaculture Development Authority of Sri Lanka, No 41/1, New Parliament Road, Pelawatte, Battaramulla.**

7.4 The rates must be entered by the bidder in figures and repeated in words. In case of any discrepancy, the rate quoted in words shall prevail.

7.5 Please indicate the amount of VAT claimed separately in the bid documents, in addition to the net value of the bid, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement for determination of bids. Any bidder who do not declare his/her VAT registration number will be liable for rejection of the tender.

If any tenderer is not registered for VAT, he/she should indicate the net value of the bid. Under this category bidders should obtain a letter from the commissioner of Inland Revenue Department, certifying that the company has not been registered for VAT should be attached to the tender.

8.0 Validity of Offers

8.1 The prices quoted should be firm and tenderers should keep their offers open for acceptance for a period of ninety one (91) days from the date of closing of tenders. No requests for price increases will be entertained after the award of the tender except under exceptional circumstances. Tenders cannot be withdrawn during the period of validity of tenders.

9.0 Consideration of Tenders

9.1 No bids will be entitled for consideration unless all the conditions herein laid down have been strictly fulfilled.

9.2 The Chairman, Procurement Committee of **National Aquaculture Development Authority of Sri Lanka** reserves to itself the right without question to reject any or all the bids and the right of accepting a portion or the whole tender. It will also reserve the right to delete from the tender any item deemed unnecessary or increase or reduce the quantity if necessary. The bidder should be prepared to accept and execute a portion or any item of the tender at the rate quoted in the tender forms against each item.

9.3 The failure or omission on the part of the **National Aquaculture Development Authority of Sri Lanka** to place any orders on this tender shall not entitle the Tenderer to claim any payment from the **National Aquaculture Development Authority of Sri Lanka** as compensation, damages or otherwise whatsoever.

10.0 Evaluation of Tenders

Tenders will be evaluated under Two Envelope System.

The technical proposal and all other information (such as bid security as a lump sum, eligibility, experience, qualification, resources etc.) other than the financial bid is submitted in

one envelope. The second envelope will contain only the financial proposal. The envelope containing the technical proposal is evaluated first. The substantial responsiveness of the bid is checked at this stage. If any bid is found to be non-responsive (including not complying with minimum requirements) will be rejected. The substantial responsive bids are further evaluated as follows.

Evaluation

S. #	Description	Points allocated	Minimum Points required
01.	**Technical Proposal – 100 points (weighted to 60 %)** **01.1 Compliance to minimum requirements – 70** **(Minimum points indicated in the Annex I, should be achieved for each item)** **01.2 Additional factors / benefits - 30** **(Points will be given for enhanced / additional benefits indicated in the Annex I)**	60	40
	Financial Proposal – 100 points (weighted to 40 %) **(Points will be given on the basis of 100 points being allocated for the lowest bid)**	40	20
	Total	**100**	**60**

11.0 Assignment of Contract

11.1 No tenderer shall assign or sublet without the written authority of the **National Aquaculture Development Authority of Sri Lanka** his obligations and rights in respect of this services. If any part of his obligations has been so assigned or sublet by the Tenderer, he shall nevertheless be held responsible for the due performance of the part assigned or sublet. Sanction will however, not be given for any transfers, including power of Attorney, in favour of persons whose names appear in the state list of defaulting contractors. No defaulting contractor shall be employed by the tenderer in connection with the supply.

12.0 Performance Security

12.1 The successful bidder must be prepared to furnish a Performance Bond supported by a Guarantee from an approved Bank operating in Sri Lanka for 05% of the total value of the Tender, on being so required by **National Aquaculture Development Authority of Sri Lanka**.

12.2 On receipt of the acceptance of tender, the successful tenderer should submit the Performance Bond within 14 days to Director General, **National Aquaculture Development Authority of Sri Lanka**, on his request.

12.3 In the event of the selected tenderer failing to submit the Performance Bond within the stipulated period referred in para 11.1 above the tenderer is liable to forfeit the Bid Bond and pay any other losses caused to the Authority.

12.4 Three (03) days from the date appearing in the letter of Acceptance of Tender will be interpreted as the date of delivery of the same.

13.0 Defaults by Tenderer

13.1 **National Aquaculture Development Authority of Sri Lanka** shall be at liberty to terminate the contract by notifying the Tenderer thereof in writing in the event of the Tenderer's failure to provide the services in the quality in the manner provided for in this tender or the violation of any one of these conditions and the successful Tenderer shall not be entitled to any compensation/damages whatsoever in respect of such termination and shall further tender the Performance Bond liable to forfeiture and also his name being included in the state list of Defaulting Contractors precluded from participating in Government Tenders in the future.

13.2 Tenderer must be prepared to submit documentary or other evidence of their ability to carry out the contract, if called upon to do so by **National Aquaculture Development Authority of Sri Lanka**.

13.3 This tender and any contract resulting there from shall be governed by and construed according to the laws of Sri Lanka.

13.4 Tenderers must acquaint themselves fully with the conditions of tender. No Plea of lack of information or insufficient information will be entertained at any time.

13.5 Any further information required by the Tenderers can be ascertained from Procurement Officer, **National Aquaculture Development Authority of Sri Lanka**.

13.6 This notice should be signed by the Tenderer in the space provided below and should be returned along with the tender form to the Chairman, Procurement Committee, **National Aquaculture Development Authority of Sri Lanka**.

14.0 Notices etc. to Tenderers

14.1 All notices including letters of acceptance to be served on the Tenderers shall be deemed to have been duly served if sent by post to the address given in the tender. If the Tenderer shall change his address, he shall forthwith notify Director General, **National Aquaculture Development Authority of Sri Lanka** of such change and until such notification is communicated to and received by the Director General, **National Aquaculture Development Authority of Sri Lanka**, the posting of letters, notices, orders or other documents to the address given in the tender, shall for all purposes be deemed to be and constitute sufficient proof of delivery of same to the Tenderer.

14.2 A contract shall be entered into by the successful Tenderer with **National Aquaculture Development Authority of Sri Lanka**.

15.0 Arbitration

a. The Director General of **National Aquaculture Development Authority of Sri Lanka** and the contractor shall make every effort to resolve amicably by direct negotiations of any disagreement or dispute arising between them under or in connection with the contract.

b. Should a dispute arise that is not resolved within 30 days, it shall be submitted to arbitration after the approval of the Director General of the **National Aquaculture Development Authority of Sri Lanka**. Either party shall notify the other and request that the matter be referred to arbitration in accordance with Arbitration Act No. 11 of 1995.

c. The dispute shall be settled under the rules of conciliation and arbitration of Government of Sri Lanka. If during the tenure of the contract a dispute arises it is open to both parties by agreement to refer such dispute to arbitration without interference with the work under the contract. If no such agreement is possible parties should go to Courts. (Treasury Circular No.687)

d. Work shall, if reasonably possible, continue during arbitration proceedings, and no payment due or payable under the contract shall be withheld unless it is a matter under arbitration.

e. The place for arbitration shall be Colombo, Sri Lanka.

16.0 Special Discount

Any special discount available for the service should also be clearly stated in the Price Schedule.

17.0 Special Tender Conditions

a. **Tenderer should quote for Medical Insurance Cover.**

b. **Draft Insurance Policy should be submitted along with the tender.**

c. **The Total premium will be made on any basis stated in the Price Schedule.**

18.0 Annexure to the Bidding Document

Annex I - Minimum Employer's Requirement – Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022.

Annex II – Form of Bid

Annex III – Price Schedule - Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022 for the Period from 01.02.2021 to 31.01.2022

Annex IV – Format of Bid Security

Annex V – Contract Forms – 01. Contract Agreement & 02. Format of Performance Security

Chairman

Procurement Committee

National Aquaculture Development Authority of Sri Lanka

I/We hereby agree to abide by the above conditions.

Name and address of Tenderer:

....

Date **Signature of Bidder / Tenderer**

Annex I

MINIMUM EMPLOYER'S REQUIREMENT – PROVISION OF MEDICAL INSURANCE SCHEME FOR NAQDA STAFF – 2021 / 2021

Special Note: Please note that below item numbers from 01 to 07 are compulsory minimum requirements and failure to comply will cause the bid to be rejected due to non-responsiveness and / or non-compliance.

Item number	Description	Minimum Required Cover Limit (Rs)	Bidder's Response (Yes / No)	Special Remarks	Points allocated with minimum required
01.	**Annual Limit (Rs.) should be similar to the event limit- Any one event/Any one year limit**	**100,000.00**			**05**
02.	**Indoor Treatment Benefits**				
	2.1. Hospital & Nursing Home maintenance Charges including Admission fee, room charges, Incentive care unit charges, Specialist's fee, Medical & Operational expenses including use of operating theatre, investigation, special treatment & nursing on the recommendation of Consultant specialist incurred on Hospitalization	**100,000.00**			**05**
	2.2. Govt. Hospital or Ayurveda Hospitals Allowance per day (at least for 30 days)	**1,500.00**			**05**
	2.3. Expenses incurred on drugs purchased & test, Scans, & X-rays undergone whilst being an inpatient in a non - paying ward of a Govt. Hospital	**30,000.00**			**05**

03.	**Outdoor Treatments (OPD)** **03.1** Cost of drugs prescribed and consultation fee of General Practitioners & special Consultants, tests & investigation including eye tests & dental treatment, physiotherapy & Ayurveda treatment and all kinds of microbiological testing including PCR testing for communicable diseases including Covid - 19 disease. **03.2** The beneficiary should be able to claim for the covers with the documents within minimum period of three (03) months of the relevant medical expenses.	**10,000.00**			**05**
04.	All kinds of microbiological testing including PCR testing for communicable diseases including Covid - 19 disease should be covered within indoor limits - Please specify.				**05**
05.	Spectacle Cover – Should be within indoor limits - Please specify	**15,000.00**			**05**
06.	Island wide coverage for private hospitals and Ayurveda hospitals with all the districts covered should be available. (List of all the hospitals covered district wise should be attached to the bid)				**7.5** **(0.5 points for each district covered)**
07.	Time taken to reimburse all the medical expenses by the bidder upon submission of duly completed proof documents. Less than five (05) working days Less than ten (10) working days				**02** **02** **01**
08.	**Normal Child Birth cover**	**20,000.00**			**02**

	Assisted Delivery – **Please specify** Caesarian Delivery – **Please specify**	**40,000.00** **75,000.00**			**02** **02**
09.	**Cash grant for Birth of Twins - Please specify** **Cash grant for Birth of Triplets - Please specify** **Cash grant for Birth of Quadruplets - Please specify**				**1.5** **(0.5 points for each covered)**
07.	Cataract surgery - **Please specify**	**30,000.00**			**03**
08.	**Emergency Transport Fee per event – Please specify**				**02**
09.	**<u>Dependent beneficiaries (Family members) of employees need to be insured</u>** 10.1 For Family Units – spouse and unmarried two children – Please specify age limit 10.2 For bachelor – Parents - Please specify age limit				**02** **05**
10.	**<u>No of employees need to be insured – approximately 700 employees</u>** **Total No of Family Units – 450 (Approximately)** **Total No of Bachelor Units – 200 (Approximately)** **Total No of Individual Units – 50 (Approximately)**				
<u>11.</u>	Payment shall be made pro – rata basis for new recruitments during the Policy period.				**02**
<u>12.</u>	Payment shall be made pro – rata basis for deletion of members during the Policy period.				**02**
	The beneficiary should be able to claim for the covers on the spot of the				**02**

13.	medical expenses incurred				
	Enhanced benefits				
14.	**Optional Covers** 14.1 Personal Accident Insurance Cover while on duty – Please specify 14.2. Personal Accident Insurance Cover off duty – Please specify 14.3 Natural Death Cover – Please specify				**05**
15.	**Annual Limit (Rs.)** **Event limit- Any one event/Any one year (Rs.)**				**05**
16.	**Outdoor Treatments (OPD)**				**05**
17.	Any other benefits – Please specify				**15**
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

01. Form of Bid

Date:

To: **National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatte, Battaramulla.**

a) Having examined the bidding documents, we offer to provide the **Provision of Medical Insurance Scheme for NAQDA Staff – 2021 / 2022, NQ/DPC/2020/NCB/S/05 under the Two Envelope System in accordance** with the Conditions of Contract, Employer's Requirements, and Price Schedule accompanying this Bid for the Contract Price of

b) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures];* ……

……

……

c) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures];* ……

……

……

or any other sum derived in accordance with the said documents.

d) This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

e) We hereby confirm that this Bid complies with the Bid validity required by the bidding documents and specified in the Bidding Data.

f) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

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

Authorized Signature: ……

Name and Title of Signatory: ……

……

Name of Bidder: …… Address:

……

Company Seal: ……

Date: ……

Annex III

PRICE SCHEDULE - PROVISION OF MEDICAL INSURANCE SCHEME FOR NAQDA STAFF – 2021 / 2022 FOR THE PERIOD FROM 01.02.2021 TO 31.01.2022

TENDER NO. NQ/DPC/2020/NCB/S/05

No	Description	No of Employees	Total Premium on Annual Basis (LKR)*	Remarks
01	Expenses for covering of Surgical, Hospital, Outdoor treatment and Spectacles & Lenses	**700 Nos Apprx.**		
02	Personal Accident Insurance Cover (Optional)	**700 Nos Apprx.**		
	Total (without Taxes)			
	VAT			
	Grand Total with Taxes in LKR			
	Grand Total with Taxes in LKR in words			
	***Note: Maximum Credit Period Granted - Please specify**			

Signature of the Tenderer: - .....

Date: - .....

Vat Registration No: .....

Format of Bid Security (Bid Guarantee)

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

---------- *[insert issuing agency's name, and address of issuing branch or office]* ----------

***Beneficiary:** **National Aquaculture Development Authority of Sri Lanka**
Date: ---------- *[insert (by issuing agency) date]*
BID GUARANTEE No.: ---------- *[insert (by issuing agency) number]*

We have been informed that ---------- ----------*[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ---------- *[insert (by issuing agency) date]*(hereinafter called "the Bid") for the supply of ---------- *[insert name of Supplier]* under Invitation for Bids No. ---------- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ---------- ---------- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- ---------- *[insert amount in figures]* ---------- ---------- ---------- *[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified; or

(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or

(c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ---------- ---------- *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

[Signature of authorized representative(s)]

Contract Forms

01. Contract Agreement

THIS CONTRACT AGREEMENT is made the [*insert: number*] day of [*insert: month*], [*insert: year*]

BETWEEN

a) National Aquaculture Development Authority at No 41/1, New Parliament Road Pelawatta , Battaramulla (hereinafter called "the Purchaser"), and

b) [*insert: name of Supplier*], a corporation incorporated under the laws of [*insert: country of Supplier*] and having its principal place of business at [*insert: address of Supplier*] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz , [*insert brief description of Goods and Services*] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*insert Contract price in words and figures, expressed in the Contract currency (ies)*] (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

2. The following documents shall constitute the Contract between the purchaser and the Supplier , and each shall be read and construed as an integral part of the Contract:
   (1) This Contract Agreement
   (2) Contract Data
   (3) Conditions of Contract
   (4) Technical Requirements (including Schedule of Requirements and Technical Specifications)
   (5) The Supplier's Bid and original Price Schedules
   (6) The Purchaser's Notification of Award
   (7) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. Ln the event of any discrepancy or inconsistency within the Contract documents, the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and 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 the laws of Democratic Socialist Republic of Sri Lanka on today, month and year indicated above.

For and on behalf of the Purchaser
Signed: [*insert signature*]
In the capacity of [*insert title or other appropriate designation*]
In the presence of [*insert identification of official witness*]

For and on behalf of the Supplier's
Signed: [*insert signature of authorized representative(s) of the Supplier*]
In the capacity of [*insert title or other appropriate designation*]
In the presence of [*insert identification of official witness*]

2. Performance Security

[*The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated*]

---------- [*Issuing Agency's Name, and Address of Issuing Branch or Office*] ----------

* Beneficiary: **Director General**
National Aquaculture Development Authority of Sri Lanka,
41/1, New Parliament Road, Pelawatte, Battaramulla.

Date: ----------

PERFORMANCE GUARANTEE No.: ----------

We have been informed that ---------- [*name of Supplier*] (hereinafter called "the Supplier") has entered into Contract No. ---------- [*reference number of the contract*] dated ---------- with you, for the ---------- Supply of ---------- [*name of contract and brief description*] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----------[*name of Agency*] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- ---------- [*amount in figures*] (----------) [*amount in words*], such sum being payable in the types and

proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. day of ……, 20.. [*insert date, 28 days beyond the scheduled completion date including the warranty period*] and any demand for payment under it must be received by us at this office on or before that date.

_____

[signature (s)]