

**TERMS OF REFERENCES  
(TOR's)  
FOR  
PRE-QUALIFICATION  
OF  
INSURANCE COMPANIES**

01 July, 2016

Expo Lahore (Pvt.) Limited  
1-A, Johar Town, Lahore.  
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## **1. ABOUT EXPO LAHORE (PVT) LTD**

Expo Lahore (Pvt.) Limited is a corporate body jointly owned by the Government of Pakistan and Government of the Punjab with a mandate to design, develop, operate and promote a state-of-the-art Lahore International Expo Centre. The Centre is providing a platform of international standard to the manufacturers, exporters, traders and service providers to effectively introduce and market their products and services through trade exhibitions, fairs and conferences.

Lahore International Expo Centre is a purpose built facility for the following type of events:

- Trade Exhibitions
- Consumer Fairs
- Seminars, Conferences & Conventions
- Convocations
- Workshops & Trainings
- Corporate Events
- Cultural Carnivals

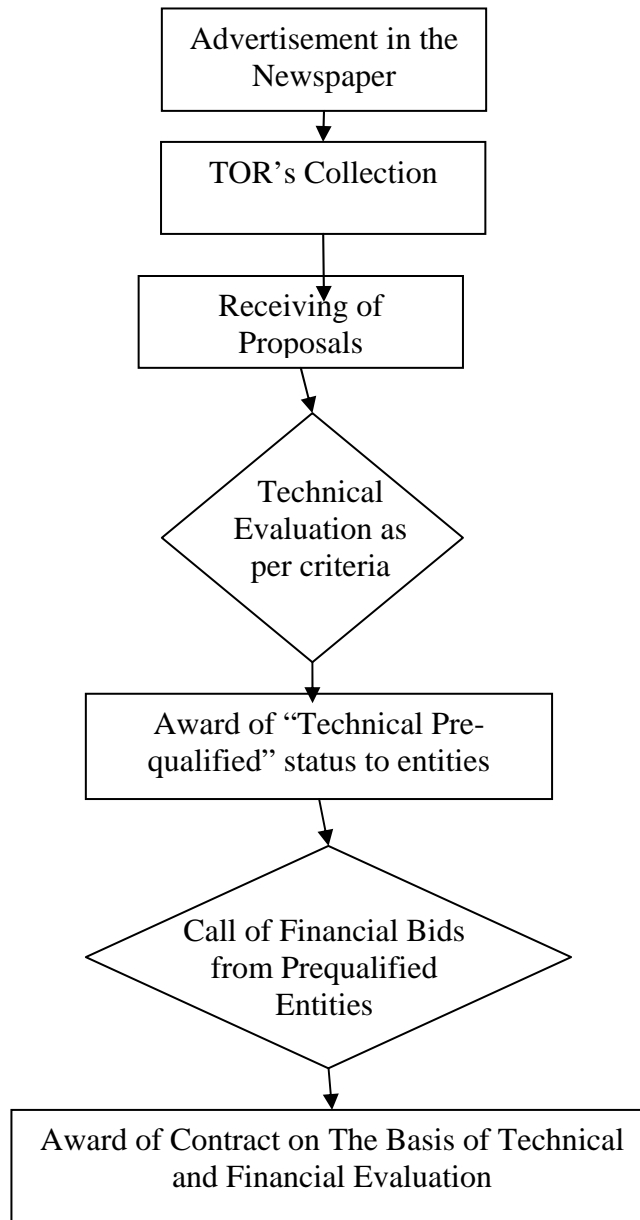
## **2. PRE-QUALIFICATION OF INSURANCE COMPANIES**

Expo Lahore (Pvt.) Limited intends to pre-qualify reputed Insurance Companies Which Provide the following service for our employees and their dependents;

- Group Health Insurance
- Group Life Insurance
- Insurance of Company Assets
- Insurance of Events

### 3. Evaluation Process

The flowchart underneath indicates the sequence of activities involved in the process of evaluation of the applications with reference to the relevant clauses.



#### Marks Weight age:-

Technical: 50%

Financial: 50%

## 4. Technical Evaluation

The technical evaluation of entities in the relevant category will be based on the following criteria.

| Sr.No | Criteria  |
|-------|---|
| 1     | Policies Features   |
| 2     | Key Strength & Limitations of the organization                  |
| 3     | Last three annual report of the company                         |
| 4     | Information about rating of the company by an accredited agency |
| 5     | Detail of Major Clients   |

## 5. Financial Evaluation

In financial evaluation, maximum marks will be granted to the lowest bidder.

## 6. DOCUMENTS TO BE SUBMITTED

For the participation in the prequalification, it is compulsory for the interested entities that they shall submit the following information along with supportive documents.

| Sr. No. | Documents  |
|---------|--|
| 1       | Request for Prequalification on Letter Head                      |
| 2       | Information on Expo Lahore Prescribed Form for Pre-qualification |
| 3       | Profile of the organization                                      |
| 4       | Policies Features  |
| 5       | Key Strength features of the organization                        |
| 6       | Limitations of the organization, if any                          |
| 7       | Information about rating of the company by an accredited agency  |
| 8       | Detail of Major Clients  |
| 9       | Last three Annual report of the company                          |
| 10      | Copy of the Company Registration Certificate with SECP           |
| 11      | Copy of National Tax Number (NTN) & Sale Tax Number (if any)     |
| 12      | Any other relevant documents                                     |

## 7. Terms and Conditions

- i) Sealed prequalification documents should be submitted along with clearly marked on the envelope "**Pre-Qualification For Category \_\_\_\_\_**". The documents have to be submitted latest by July 26, 2016 at the office of Expo Lahore (Pvt.) Limited, 1- A, Johar Town, Lahore. Any documents received after the closing date for submission of proposals shall not be entertained.
- ii) The firm / organization must have valid National Tax Number (NTN) and Sales Tax Number (if applicable).
- iii) Technical prequalification will be on the basis of criteria defined in Pre-Qualification documents.
- iv) Financial bids will be called only from Pre-qualified bidders and bids will be opened in the presence of bidders at given time and date.
- v) Proposals containing cutting and overwriting shall be rejected forthwith.
- vi) Information provided by the bidders, if found to be incomplete/ false at any stage, may result in immediate rejection.

## 8. Mailing / contact information:

**For the submission of bids, please contact:**

**Mr. Mutahir Bilal**

**Procurement Officer**

**UAN: 111-092-042 Ext. 104**

**E-mail: [mutahir@expolahore.com](mailto:mutahir@expolahore.com)**