



The Islamia University of Bahawalpur

EXPRESSION OF INTEREST (EOI)

The Islamia University of Bahawalpur intends to hire the services for different following Categories. **Proper** Sealed Tenders (Separately for each category) are invited from the Income Tax, Sale Tax registered Firms/Individuals having established credentials in terms of Technical, Financial and Managerial capabilities as per details given in Tender documents.

Tender No.	Category / Work	Remarks	
A	Actuarial Assessment/Study of Pension Funds for the Islamia University of Bahawalpur.	As per detail given in tender documents.	
B	Service/Maintenance of HVAC Air Conditioners	Can visit the site/HVAC, installed at Main Auditorium B.J. Campus, IUB	
C	Purchase of Fodder on daily basis for animals at Veterinary College and Estate Care Section	Rs.49,00,000/- For 14 months	Rs.98,000/-

- Interested bidders may get the Tender Documents containing detailed specifications, terms and conditions from the Purchase Section, Treasurer's Office Abbasia Campus, the Islamia University of Bahawalpur during the office hours 8:00 A.M. to 4:00 P.M. on submission of written application on letter head **OR** can be downloaded from the IUB website www.iub.edu.pk or PPRA website www.ppra.punjab.gov.pk on payment of (Non Refundable Fee) of Rs.1000/- (separately for each category) through Bank challan of HBL A/C #14730000010403 **OR** pay order in favour of the Treasurer I.U.B.
- A CDR/demand Draft for **2%** of the bid value as **bid security** (Refundable) should be attached with the bid, otherwise the bid will be rejected.
- Single Stage – Two Envelopes** bidding procedure will be adopted as per PPRA Rules 38- 2(a). The Envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in legible letters. Financial Proposal of bids found technically non-responsive shall be returned un-opened.
- The Islamia University of Bahawalpur however, reserve the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules 2014 and grounds of rejection will be conveyed to the bidders upon their request.
- Pre-bid meetings will be held on **02-05-2018 for Tender-A, 25-04-2018 for Tender-B and 18-04-2018 for Tender-C at 11:30 A.M.**
- Tender should reach in the Treasurer's Office upto **15.05.2018** by **11:00 A.M.** Tenders will be opened on the same day at **11:30 AM** in the presence of bidders or their representatives. .
- All Taxes will be applicable as per Rules levied by the Government of the Punjab.
- In case of forced holidays, tender opening time/date will be considered as the next working day.
- In case of closed/forced holidays, tender opening time/date will be considered as the next working day



Treasurer
The Islamia University of Bahawalpur
Abbasia Campus, Bahawalpur
Phone: 062-9250245, 9250328

IPB-393

TERMS OF REFERENCE (TOR)

ACTUARIAL EVALUATION OF PENSION FUNDS FOR THE ISLAMIA UNIVERSITY OF BAHAWALPUR



**“Actuary Assessment / Study of Pension Funds For
The Islamia University of Bahawalpur”**

TENDER NO. _____

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TERMS OF REFERENCE FOR ACTUARIAL EVALUATION OF PENSION FUNDS FOR THE ISLAMIA
UNIVERSITY OF BAHAWALPUR

1. INTRODUCTION

The Islamia University of Bahawalpur has passed through three distinct stages of development. The first stage covered the period 1925-1964 when it was known as Jamia Abbasia, with the emphasis on traditional religious courses and graduate degrees. The Second stage saw its name changed to Jamia Islamia and its scope widened to cover traditional and modern dimensions of Islamic teachings at post-graduate level. The third stage began in 1975 when it was raised to the status of full-fledged modern public sector University, with powers to develop Islamic Learning and allied disciplines, Humanities, Natural and Social Sciences, Engineering, Veterinary, Agriculture, Pharmacy and such other branches of learning as it may deem fit. It was constituted under the Punjab Act No.IV of 1975, passed by legislative Assembly Punjab (First published, after having received the assent of the Governor of the Punjab in the Gazette of the Punjab (Extraordinary), dated 4th March, 1975).

The Islamia University of Bahawalpur has its three Campus in Bahawalpur and two remote sub campuses located at Bahawal Nagar and Rahim Yar Khan.

The IUB has sanctioned strength of **4,730** employees; whereas working strength is **3,076** employees and 503 retired employees. The number of employees may increase / decrease with the passage of time. The University is partially sponsored by the Govt. of Pakistan through Higher Education Commission (HEC) Islamabad and partially generates its own funds from admission/tuition fee etc.

The University of One Year incurred an expenditure of Rs.200 Million on Pension related claims excluding lump-sum commutation & commuted portions. The Pension payments are consuming significant portion of University's resources. In order to ascertain funds requirement for meeting future Pensioner's obligations, Actuarial Study viz evaluation of pension liability is critically needed.

2. Objective:

To determine the past and future service liability of the existing pension scheme based on actuarial evaluation and advice financial management policy.

3. Specific Job Requirement

Carry out an actuarial evaluation to:

- (a) Determine long term actuarial cost of the existing pension scheme for next 05 years and advise different funding approaches considering the financial constraints and specific circumstances of the Islamia University of Bahawalpur.
- (b) Advise the necessary policy, procedures, and formulation of constitutive Document for the establishment of a pension funds.
- (c) Formulate investment policy, procedural documents, processes and investment performance measurement mechanism of the proposed pension fund.
- (d) Determination of projected pension payments including commutation for the next 10 years.
- (e) Projection of the pension scheme cash flows including the accumulation of pension fund
- (f) to determine amount to be invested every year into Pension Fund and its source of funding:
- (g) Study of sustainability of University resources for next 05 to 10 years (with breakup of 05 years) to increase revenue and control expenditure;
- (h) To determine total amount required to boot start the Pension Fund to generate income through profits to meet the growing pension liabilities every year.
- (i) The Treasurer's Office shall provide all the requisite data / information required for the subject study.

4. Evaluation Criteria:

	Max: Marks
i. Qualified Actuary (member of the Society of Actuaries, USA, or the Institute of Actuaries, UK or any internationally recognized actuarial body) or individual (s).	30
ii. 10 year's professional /demonstrated experience of carrying out actuarial evaluations for pension schemes.	30
iii. Experience of working on pension schemes in the public sector / national pension scheme of the federal or provincial government.	15
iv. Financial stability as per Bank Statement from 03 years.	15
v. Should have NTN/GST/PST numbers.	10
vi. Technical evaluation of the firms shall be based on information provided in Technical Proposals. Minimum 70 marks will be required for eligibility of the bidder.	
vii. The Firm / consultant shall submit a bid security at the rate of 2 percent of the consulting cost which shall be forfeited in case Firm/Consultant refuses to sign the Contract agreement. It will be refunded after successful compliance of the job.	
viii. Incomplete and conditional bid will not be accepted.	
ix. For this tender Revised PPRA Rules 2014 shall be adopted.	
x. As part of technical evaluation, bidders may be asked to conduct presentation / demonstration.	
xi. Financial proposals of bids found technically non-responsive will be returned un-opened and the concerned firm/individual will be informed accordingly.	
xii. The best evaluated bid of technically qualified bidder will be accepted as per Revised PPRA Rules 2014.	
xiii. The University reserves the right to accept/reject at any state of the tender process as per PPRA Rules.	

5. Time frame:

The draft report (hard and soft copies) as reflected under section 6 i.e. deliverable will be submitted within one month after acquiring relevant data and policy. The final report (hard and soft copies) after incorporating the comments on the draft Report will be submitted within one week of the receipt of comments from the University.

6. Deliverable:

- i. Constituted documents of the proposed pension fund (Trust Deed and Rules of the proposed Pension Fund).
- ii. Actuarial Evaluation Report containing past and future service liability, long term pension cost and future contribution rates, different funding approaches and projected future cash flows of the Pension Scheme and proposed Pension Fund.
- iii. Fund Management/Investment Policies.

7. Nature of Contract

The Islamia University of Bahawalpur shall enter into a lump sum contract with the successful bidder with payment to be made after satisfactory completion/ termination of the contract after adjusting the dues, if any, payable by the contractor to IUB.

8. Special Instructions

- i. Tenders should be addressed to the Treasurer/Director Finance, the Islamia University of Bahawalpur.
- ii. Bidders shall sign an undertaking with IUB that the completion of work will be ensure that as per Annex – “A” which must be accompanied with bids.
- iii. Affidavit on Rs. 100/- stamp paper to the effect that the firm or individual is not blacklisted and has no dispute with any Government Organizations shall be furnished.
- iv. Bidder should specifically indicate their National Tax Number and Registration with General Sales Tax/Punjab Sales Tax (GST/PST).
- v. All the pages of Bidding documents and in case having any erasing/cutting/ crossing or over writing etc., therein, must be properly signed by the signing person of the tenderer by the authorized signatory, who have been given power of attorney on company letter head (be enclosed with tender documents, if any), along-with attested copy of his CNIC.
- vi. Offer shall not be considered if:
 - a. Received without security deposit;
 - b. Received after the time and date fixed for its receipt;
 - c. The tender is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional;

- f. The offer is from a firm/individual, which is blacklisted, suspended or removed from the approved list FBR.

- vii.** Incomplete, supplementary or revised offer shall not be accepted after opening of the tender.

- ix.** Tender shall be submitted under the “Single Stage two Envelopes Procedure” duly sealed as under:
 - a. The envelope should contain the complete Technical Bid / bidding documents, as per list mentioned under the heading "Special Instructions", herein the bidding documents along-with details of constitution of company and all testimonials in proof of eligibility, other documents as mentioned in the list of documents and should be super scribed as "Tender Document" for provision of consultant services for actuarial valuation to IUB.

 - b. The envelope should also contain only the price bid and security deposit for an amount nor less than 2% of bid price.

- x.** The bidder must quote his price only as per the bid price proforma of the bidding document (as per annex-B). The rate(s) quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words.

CERTIFICATE / UNDERTAKING

1. Proposal duly signed must be furnished along with the following Certificate:
 - i. I/We hereby confirm to have read carefully all the terms and conditions of your Request for Proposal, due for opening on _____ for provision of Actuarial Evaluation of IUB Pension Fund liability in addition to the conditions. We also agree to abide by all the special instructions mentioned in tender document. We also hereby categorically confirm that we/I are / am fully capable to provide services of actuary as laid down in the terms of reference.
 - ii. I/WE accept that if the required Security Deposit is not furnished or my/our offer is found lacking in any of the requirements of the proposal, it shall be liable to be ignored.

Signature: _____

Name & Address of Tender: _____

Designation & CNIC No. _____

NTN No. _____ GST/PST Nos. _____

Date: _____ Official Seal: _____

I. WITNESS – I

Signature: _____

Designation & CNIC No. _____

Full Address: _____

Date: _____

II. WITNESS – II

Signature: _____

Designation & CNIC No. _____

Full Address: _____

Date: _____

BID PRICE PROFORMA

ANNEX – B

Name of Contract: _____

Contract for provision of Actuarial Evaluation of IUB’s Pension Fund Liability to be submitted to Treasurer/Director Finance, The Islamia University, Abbasia Campus, Bahawalpur, (Punjab).

Sr. No.	Detail of Services	Rate / Amount (in Digit & Words)
	Actuarial Evaluation of Pension Scheme and Determination of Pension Liabilities for Next Five Years for The Islamia University of Bahawalpur.	
	Total:	

Signature of the Bidder with Seal
Address _____



The Islamia University of Bahawalpur

SERVICE/MAINTENANCE OF 140 RT CAPACITY HVAC AIR CONDITIONER TENDER-B

1. Name of Firm: _____
2. Mailing Address: _____
3. Phone No: _____ 4. Fax No: _____
5. Tender Fee Challan No. & amount _____ CDR No. & amount _____
6. General Sale Tax No: _____ 7. Income Tax No. _____
8. Professional Tax No: _____ 9. PRA Tax No. _____ (if any)

Sr. #	Items	Description
1	Service/Maintenance/Operation including all minor/major repairs required (if any) involving compressors, motors, condensers, evaporations, gas charging, duct system and any other item related to its operation	02 Nos. 70 RT Capacity, HVAC System At Main Auditorium, B.J. Campus, Islamia University of Bahawalpur.

ٹینڈر برائے جانور: (Tender-C)

نمبر شمار	تفصیل	تعداد	ریٹ بشمول ٹیکسیز
	ٹوکئی رکما در بر سین راون وغیرہ (موسم کے لحاظ سے) (Green Fooder)	1336 Mond	
	چوکر عمدہ کوالٹی (Wheat Bran)	26.25 Mond	
	بھوسہ (ٹوڑی) عمدہ کوالٹی (Wheat Straw)	26.25 Mond	
	چٹا بھنا ہوا عمدہ کوالٹی (Channa Roasted)	300 Kg	
	گزر (Gurr)	900 Kg	
	دلیہ چٹا	60 kg	
	نمک (Salt DCP)	02 Kg	
	نمک کا پتھر (Salt NaCl Solid)	10 Kg	
	نمک (Salt)	200 Kg	
	سویا بین (Soyabean meal)	18 Mond	
	نمکیاتی آمیزہ (Mineral Mixture)	2.3 Mond	
	شیرے کا بلاک (Urea Molasses Block)	04 Block	
	ونڈہ (Concentrate)	46 Mond	
	مکئی کا دلیہ (Maize Borken)	10 Mond	
	کمزروں اور بچھڑوں کا ونڈہ (Calf Starter)	10 Mond	
	مک رک پلیر (Milk Replacer)	15 Mond	
	بھٹک چارے کی گھاٹھیں (Hay Bails)	20 Mond	
	کھل (Cotton Seed)	11 Mond	
	چاول پھک (Rice Polish)	11.6 Mond	
	Kath for Camels (for winter season)	1.6 Mond	

	05 Kg per month	Digestive Powder for Camels	
	250 Kg/per Annual	خوراک مور کے لئے نمبر 13	
	750 Kg/per Flock	نمبر 9	
	510 Kg/Per Flock	نمبر 4	
	60 Kg/per Flock	نمبر 10	

1. ٹینڈر (برطابق 1-38 PPRA Rules) Single Envelope-Single Stage کے تحت ہوگا۔

2. ریٹ روزانہ خوراک کے ٹوٹل پیکیج کی بنیاد پر منتخب کیا جائے گا۔