



Invitation of Proposals

FOR

***PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES FOR  
THE PERIOD OF THREE YEARS EFFECTIVE FROM DATE OF  
AWARD OF CONTRACT (AS PER TERMS OF REFERENCE)***

**NOTE:**

1. Sign & Stamp on all pages dully filled by bidder.
2. In case of any contradiction in TORs and prequalification document, the **TOR will be considered as the primary document** and it will be prevailed.

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Purchase Department, Pakistan Security Printing Corporation (Pvt.) Ltd  
Jinnah Avenue, Malir Halt, Karachi-Pakistan,  
Phone: (92-21)-99248511-15, Facsimile :( 92-21)-99248534  
**email: [aliza.zaidi@pspc.gov.pk](mailto:aliza.zaidi@pspc.gov.pk)**, website: [www.pspc.gov.pk](http://www.pspc.gov.pk)





## **Pakistan Security Printing Corporation (Pvt.) Ltd** **Proposals for Pre-Qualification**

Invitation No. Tender # LP/T-2419/26/ABZ

**Date: June 16, 2026**

1. This Invitation to e-Bids follows the pre-qualification Advertisement (PA) No. Tender # LP/T-2419/26/ABZ for the **PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES FOR THE PERIOD OF THREE YEARS EFFECTIVE FROM DATE OF AWARD OF CONTRACT (AS PER TERMS OF REFERENCE)**
2. The Pakistan Security Printing Corporation (Pvt.) Ltd (PSPC) has reserved the funds for the procurement planned during the financial year 2025-26. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the procurement.
3. PSPC now invites bids from eligible head-hunting service providers for the **PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES FOR THE PERIOD OF THREE YEARS EFFECTIVE FROM DATE OF AWARD OF CONTRACT (AS PER TERMS OF REFERENCE)**
4. The service provider must meet the following eligibility criteria:
  - I. *This invitation for Bids is open to all reputed health insurance service providers.*
  - II. *Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body and international or a public sector organization.*
  - III. *They must be registered with tax authorities and are active tax payers.*
  - IV. *The bidder must meet all the terms and conditions given in Technical Specifications and BOQ of this Tender Document.*
  - V. *The bidder and their deputed staff must submit an undertaking to comply with PSPC's Code of Conduct, using the prescribed format provided in the tender document.*
  - VI. *The bidder must submit an undertaking to comply with all applicable HSE laws, regulations and industry standards; and with all HSE requirements of PSPC, using the prescribed format provided in the tender document.*
  - VII. *Where an experience certificate is required under any tender, the same must be issued strictly in the name of the bidder. Experience certificates issued in the name of any other individual, firm, affiliate, joint venture partner, or obtained through sub-letting, subcontracting, or any similar arrangement shall not be acceptable.*
  - VIII. *Compliance with the eligibility criteria defines in TORs of this document*
5. This pre-qualification is being conducted on the basis of rule 16 of PPR regarding Pre-qualification process.
6. Pre-Qualification document, including the General Conditions of Contract, technical specifications, and other relevant details, are available free of cost on EPADS.
7. Electronic bids prepared in accordance with the instruction provided in tender document must be submitted by using EPADS (uploading method) on or before **July 03, 2026. 11:00 A.M.** Manual bids will not be accepted. The e-bids will open on same day at **11: 30 AM** using EPADS.

**Deputy General Manager**  
**Purchase Department**  
**Pakistan Security Printing Corporation (Pvt) Ltd**  
**Jinnah Avenue Malir Halt, Karachi – 75100**  
**Ph: 021-99248511 (Ext - 2201-19) / purchase.local@pspc.gov.pk**  
**www.pspc.gov.pk**



## BIDDER DETAIL

|     |   |  |
|-----|---|--|
| 1.  | BRIEF DESCRIPTION OF GOODS / JOBS & QUANTITY: |  |
| 2.  | <b>NAME OF BIDDER</b>                         |  |
| 3.  | ADDRESS                                       |  |
| 4.  | GST NO.                                       |  |
| 5.  | NTN NO.                                       |  |
| 6.  | NAME OF AUTHORIZED PERSON                     |  |
| 7.  | DESIGNATION                                   |  |
| 8.  | TELEPHONE                                     |  |
| 9.  | FAX   |  |
| 10. | CELL NO.                                      |  |
| 11. | EMAIL ADDRESS                                 |  |
| 12. | NAME & ADDRESS OF PRINCIPAL, IF ANY           |  |
| 13. | PHONE NO. OF PRINCIPAL                        |  |

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### BID SUBMITTED BY

Company Seal \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



## **Checklist for Tender “Single Stage One Envelop”**

To ensure compliance of following condition before submitting the tender documents at PSPC:

| <b>Sr. No.</b> | <b>Description</b>  | <b>Yes/No</b> | <b>Initial of Bidder</b> |
|----------------|---|---------------|--------------------------|
| 1.             | Complete pre-qualification documents have been read thoroughly and understood   |               |                          |
| 2.             | Complete pre-qualification documents duly filled in and each page signed and stamp and submitted through EPADS (via uploading method)   |               |                          |
| 3.             | Proposal will be valid for the whole period of contract   |               |                          |
| 4.             | Delivery Schedule: The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria. |               |                          |
| 5.             | Payment conditions/terms are agreed<br>(Payment as per the invoice submitted during the pre-qualification period, verified by the user)   |               |                          |
| 6.             | Signing of Contract (if any)  |               |                          |
| 7.             | General Terms & Conditions  |               |                          |

**BIDDER MUST RETURN ALL PAGES OF TENDER DOCUMENT DULY SIGNED & STAMPED ON EACH PAGE AT THE TIME OF SUBMISSION OF BID THROUGH EPADS (via uploading method).**



## ELIGIBLE COUNTRIES

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All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL). Information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>



**TERMS OF REFERENCE**

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**TERMS of REFERENCE (TORS) FOR PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES  
FOR THE PERIOD OF THREE YEARS EFFECTIVE FROM DATE OF AWARD OF CONTRACT**

Pakistan Security Printing Corporation (Pvt.) Limited (PSPC), a wholly owned subsidiary of the State Bank of Pakistan, is the country's sole security printing organization responsible for the production of banknotes, passports, and other security documents. PSPC intends to engage reputable health insurance companies qualifying technical criteria to provide group health insurance services to employees of PSPC including their dependents.

**Technical Specifications for Health Insurance:**

Pakistan Security Printing Corporation (PSPC) invites single stage one envelope tender under Public Procurement Rules, 2004 for hiring services of Health Insurance from well reputed insurance companies qualifying the criteria.

Pre-qualification of insurance company (ies) shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria. The total number of lives to be covered under the health insurance is tentatively estimated at 2,500 to 2,600, including both employees and their dependents.

**Responsibilities of the Insurance Company:**

- To provide seamless Medical support across Pakistan in line with the Scope of Work /Services mentioned in the technical proposal.
- To ensure the courteous and professional behavior of concerned staff/representative while dealing with PSPC employees and their dependents.
- To promptly facilitate and coordinate with the authorized officer of PSPC pertaining to the medical coverage matters.
- To timely issue the Health cards and perform addition/deletion of the employees as per intimation by PSPC.
- To intimate PSPC about the updated list of panel hospitals, consultants, labs, etc.

**Responsibilities of the PSPC:**

- PSPC will provide the scope of work along with the details of the employees and their dependents to be insured along with their required benefit structure and additional benefits to be covered.
- PSPC will intimate addition and deletion list to the insurer.
- PSPC will bear the cost of premium as per the agreed insurance policy.

**Technical Evaluation Criteria:**

The prospective / potential Health Insurance Company(ies) intending to participate in the pre-qualification process shall meet the following mandatory requirements:

1. **Credit Rating:** The bidder must possess a minimum **Insurer Financial Strength Rating of AA++** assigned by either:
  - Pakistan Credit Rating Agency Limited (PACRA); or
  - VIS Credit Rating Company Limited (JCR-VIS/VIS).
2. **Relevant Experience:** The bidder must have a minimum of **ten (10) years' proven experience** in providing health insurance and/or health takaful services in Pakistan.
3. **Medical Case Management Team:** The bidder must have at least **fifteen (15) registered medical doctors on its regular payroll** dedicated to case



management, claims management, and medical advisory services. Documentary evidence, including an employee list and relevant registration details, shall be furnished.

4. **Number of Panel Hospitals:** The bidder must have at least **300 Hospitals in its panel all over Pakistan.**
5. **Corporate Clientele:** The bidder must have 5 or above corporate clients, each having at least 2,000 insured lives.
6. **Documentary Evidence:** Failure to provide documentary proof in support of any of the above requirements shall render the bidder **non-responsive and ineligible for pre-qualification.**
7. **Eligibility:** Only those Health Insurance Companies that fully satisfy the above mandatory criteria and submit complete documentary evidence thereof shall be considered for further evaluation and pre-qualification in accordance with the provisions of the Public Procurement Rules, 2004.

**Group Health Benefit Coverage:**

For Employee, Spouse, and Children

- The insurer shall provide coverage of the following:
  - All Pre-existing (Disclosed & Un-Disclosed).
  - Hepatitis B & C along with the PCR Test of hepatitis B & C.
  - Congenital Treatment.
  - Maternity from day one (without any waiting period).
  - Newborn from day one.
  - Emergency coverage.
- Pre & Post coverage:
  - 100% Pre & Post Hospitalization (i.e. Diagnosis, Consultation & Medicines & etc.) up to 30 days.
  - 100% Pre & Post Natal Expense Cover.
- Daycare Surgeries & Specialized Investigations in outpatient setting including but not limited to Dialysis, Cataract Surgery, Radiology Tests, MRI, CT Scan, Endoscopy, Thallium Scan, Angiography, echocardiogram, X-rays, Treatment of Fractures, Local Road Ambulance for Emergencies only, Emergency Dental Treatment due to accidental injuries within 48 hours should be covered.
- 100% enhancement in hospitalization limit in case of accident/accidental injuries.
- All addition and deletion of lives shall be settled on proposal rate which shall be already fixed ignoring all diseases.
- No form or questionnaires shall be implemented on / filled by employees.
- In case of deletion of any employee/insured life the bidding party will be bound to refund / adjust the Hospitalization & Maternity Premium to PSPC.
- Employees and their dependent spouses (up to two wives) to be provided health coverage till the age of 60 years, dependent son(s) till the age of 25 years and dependent daughter(s) till marriage respectively.
- The bidder shall also submit a detailed list of Lab discount centers all over Pakistan.



- Medical Insurance Coverage – entitlement as per categories:
    - **In-Patient Treatment:**
      - The Insurance company will be required to provide IPD coverage within the limit(s) as per the entitlement of employees.
      - In case the entitlement limit is exhausted during the hospitalization/treatment, the excess amount shall be charged to PSPC by the insurer at discounted rates.
      - Maternity benefit limits to be benchmarked with the rates of the Aga Khan Hospital for Women – Karimabad.
      - Per day room limits to be benchmarked with the rates of the Agha Khan Hospital.
    - **Out-Patient Treatment:**
      - The Insurance company will be required to provide OPD coverage within the limit as per the limits / entitlement of employees per annum per employee (including dependents) on Service Charge Cost Mechanism basis.
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### **Implementation Schedule**

The pre-qualification of firms shall remain valid up to three (3) years from the date of issuance of the Pre-Qualification Notification, subject to satisfactory performance and continued compliance with the eligibility criteria.



**Bidder's Eligibility / Qualification Criteria**

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

ITB No: Tender # LP/T-2419/26/ABZ

Title: PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES FOR THE PERIOD OF THREE YEARS EFFECTIVE FROM DATE OF AWARD OF CONTRACT (AS PER TERMS OF REFERENCE)

Bidder: [Name of Applicant / Entity]

| #  | Eligibility / Qualification Criteria  | Means of Verifications  | Reference in Bid** | Bidder's Assessment (Y/N) |
|----|---|---|--------------------|---------------------------|
| a. | This invitation for Bids is open to all reputed health insurance service providers.   | Attach copy of valid NTN certificate.   |                    |                           |
| b. | Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local and international body or a public sector organization. | Undertaking on N.J stamp paper (Value of stamp paper should be as per required value as per stamp duty act)               |                    |                           |
| c. | They must be registered with tax authorities and are active tax payers.   | Attach copy of valid SRB certificate and reference of Active Taxpayer list of FBR along with tax exemption (if any).      |                    |                           |
| d. | The bidder and their deputed staff must submit an undertaking to comply with PSPC's Code of Conduct, using the prescribed format provided in the tender document.   | Provide Undertaking on NJI paper having value of Rs. 500/-  |                    |                           |
| e. | Firm eligibility / pre-qualification criteria defined in terms of reference   | Provide documentary proof of previously awarded contracts, completion certificates, experience letters, etc., as per ToRs |                    |                           |

Seal & Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_



**Form 3 – Affidavit for Bidder’s Blacklisting Status**

ITB No: Tender # LP/T-2419/26/ABZ  
 Title: PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES FOR THE PERIOD OF  
 THREE YEARS EFFECTIVE FROM DATE OF AWARD OF CONTRACT (AS PER TERMS  
 OF REFERENCE)  
 Bidder: \_\_\_\_\_

**[Required on non-judicial stamp paper; value of Rs: 100/- stamp paper should be as per  
 required value as per Stamp Duty Act]**

To:

Deputy General Manager (Purchase)  
 Purchase Department  
 Pakistan Security Printing Corporation (Pvt.) Ltd  
 Jinnah Avenue, Malir Halt,  
 Karachi –Pakistan

**Affidavit for Bidder’s Blacklisting Status**

Dear Sir,

I/We hereby confirm and declare that I/We, [Name of Applicant / Entity], has/have not been Blacklisted/Sanctioned by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization or Autonomous Body anywhere in Pakistan during last 05 (five) years.

Detection of false declaration / statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to Disqualification and forfeiture of Bid Security and/or Performance Guarantee and termination of contract.

Seal & Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_



## Declaration for Ultimate Beneficial Owners Information

ITB No: Tender # LP/T-2419/26/ABZTitle: PRE-QUALIFICATION OF HEALTH INSURANCE COMPANIES FOR THE PERIOD OF THREE YEARS EFFECTIVE FROM DATE OF AWARD OF CONTRACT (AS PER TERMS OF REFERENCE)

Bidder: \_\_\_\_\_

### Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name:
2. Father's Name/Spouse's Name:
3. CNIC/NICOP/Passport no:
4. Nationality:
5. Residential address:
6. Email address:
7. Date on which shareholding, control or interest acquired in the business:
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

| 1    | 2  | 3                                      | 4                             | 5                | 6       | 7             | 8  | 9   | 10   |
|------|--|--|-------------------------------|------------------|---------|---------------|--|---|--|
| Name | Legal form<br>(Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified)) | Date of incorporation/<br>registration | Name of registering authority | Business Address | Country | Email address | Percentage of shareholding, control or interest of BO in the legal person or legal arrangement | Percentage of shareholding, control or interest of legal person or legal arrangement in the Company | Identity of Natural Person who ultimately owns or controls the legal person or arrangement |
|      |  |  |                               |                  |         |               |  |   |  |
|      |  |  |                               |                  |         |               |  |   |  |



9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

| 1  | 2  | 3                                | 4                   | 5                           | 6          | 7  | 8  |
|--|--|----------------------------------|---------------------|-----------------------------|------------|--|--|
| Name and surname (In Block Letters)                        | CNIC No. (in case of foreigner, Passport No) | Father's/ Husband's Name in full | Current Nationality | Any other Nationality (ies) | Occupation | Residential address in full or the registered/ principal office address for a subscriber other than natural person | Number of shares taken by each subscriber (in figures and words) |
|  |  |                                  |                     |                             |            |  |  |
|  |  |                                  |                     |                             |            |  |  |
|  |  |                                  |                     |                             |            |  |  |
| <b>Total number of shares taken (in figures and words)</b> |  |                                  |                     |                             |            |  |  |

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)

Seal & Signature of Bidder:

\_\_\_\_\_

Date:

\_\_\_\_\_



## Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE**

Contract Number: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title \_\_\_\_\_

Date: \_\_\_\_\_

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee 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 consultations 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 GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] 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 from GoP.

\_\_\_\_\_  
[Buyer]

\_\_\_\_\_  
[Seller/Supplier]



# PAKISTAN SECURITY PRINTING CORPORATION (PVT.) LIMITED

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## CODE OF CONDUCT

### Objective

This Code of Conduct aims to establish PSPC's business and employment practices on the highest standards of ethical behavior, integrity, accountability, courage and excellence.

It also aims to ensure that all concerned adhere to PSPC's defined core values, act with prudence, protect the interests of PSPC and maintain a positive work environment.

### Scope

This Code of Conduct is applicable on all PSPC Employees, Contract Employees, Trainees, Apprentices, Deputationist, Outsourced Workforce, and other stakeholders.

### General Behavior

The ethical principles of the Corporation prevail over the concerned individual's personal origins, beliefs, values, opinions, preferences, or habits at all times. All concerned, while they are in PSPC's service, shall strictly adhere to the following rules of General Behavior at all times which include, but are not limited to, the following responsibilities:

3.1. Comply with all applicable laws, including, but not limited to, those pertaining to general employment, anti-fraud, corruption, bribery, anti-discrimination, anti-harassment, health, safety and environmental protection.

3.2. Conduct themselves honestly and carry out their duties diligently and impartially to the best of their abilities, in compliance with the applicable rules, regulations, policies and procedures, as defined by PSPC from time to time.

3.3. Maintain highest standards of ethics and professionalism and devote their working activities to the service of PSPC.

3.4. Not guarantee or promise employment of any type to anyone for any length of time.

3.5. Assist and advise colleagues and show openness and transparency in all dealings with them.

3.6. Do not withhold information from concerned colleagues that may affect the conduct of business, particularly in order to gain a personal advantage. Providing false, inaccurate or exaggerated information, refusing to cooperate with colleagues or demonstrating any form of obstructive behavior is strictly not allowed.

3.7. Not indulge in any activity during off duty hours that directly or indirectly undermines the provisions of this Code, other PSPC rules, policies and procedures, or brings disrepute to PSPC.

3.8. Refrain from indulging in any illegal and unlawful activity including but not restricted to substance abuse and consumption of alcohol, drugs or any kind of intoxicant(s), as well as, any sort of gambling/betting activities, etc.

3.9. Officers of PSPC performing supervisory functions/roles on behalf of PSPC shall take every possible care to act within the delegated authority as provided by any law, rules or regulations



under which such officers may purport to act.

## **Fraud, Embezzlement & Misrepresentation**

4.1. All concerned shall not commit, or assist any activity that involves making false statements, fraud, forgery, misappropriation, theft, embezzlement, bribery, misrepresentation, violation of PSPC rules and regulations, policies and procedures or any similar activity that harms, or may harm the interest and reputation of PSPC.

4.2. Be honest in conveying professional conclusions, opinions, research and findings for whatever purpose and shall not manipulate the system for personal gains.

4.3. Refrain from indulging in any illegal and unlawful activity.

4.4. Abstain from any false or intentionally misleading information and declarations, bogus documents, and submit false or misleading claims with wrong information.

## **Discrimination and Harassment**

5.1. All concerned shall treat all internal and external stakeholders with respect, fairness and courtesy and avoid all such forms of behavior that create or may create an atmosphere of harassment, hostility, intimidation and discrimination of any kind, especially involving age, gender, health, ancestry, physical disability, race, religion, length of service, political beliefs, marital status or family structure.

5.2. Shall not propagate in any manner whatsoever sectarianism, ethnic / regional hatred / animosity and take part in sectarian, ethnic, linguistic or parochial activities, as well as partiality or favoritism on these bases, indulge in nepotism, victimization, willful abuse of power, and unwarranted negative criticism and gossip about other employees.

5.3. Avoid creating / sending / forwarding electronic or any other form of communication that contains statements or material, which is discriminatory, offensive, defamatory, illegal or constituting harassment.

5.4. Refrain from engaging in any form of inappropriate relationship with persons with whom they have a professional relationship.

## **Confidentiality**

6.1. All concerned shall maintain strict confidentiality of PSPC and its constituents affairs and shall not communicate directly or indirectly to their colleague(s) or (ex) employee(s) belonging to other department(s) or profession or to the press or public, any document or information which has come into their possession in the course of their official duties, or has been prepared or collected by them in the course of their duties, whether from official sources or otherwise, unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his / her duties.

This confidentiality must be maintained by the employee even after the cessation of their employment with PSPC.

6.2. All concerned shall not give any evidence, document, or any information before a public committee without the prior approval of the Competent Authority.

6.3. Interaction or communication directly or indirectly on behalf of PSPC with foreign governments, media, and missions in Pakistan without seeking clearance from the competent authority is not permissible.

## **Use of PSPC Assets and Resources**



7.1. All concerned are required to use PSPC assets such as properties, office equipment, supplies etc. for PSPC's business purposes and not for gain or benefit of persons or entities other than PSPC, including self.

7.2. Material information such as information contained in any file, document, note, report, letter, fax, USB, email, instrument, etc. held by the concerned must be used solely for the purpose of PSPC business and returned to PSPC upon cessation of employment / contract agreement.

7.3. Official information, documents, reports, proposals, research papers, software, etc. developed using PSPC time and resources constitute PSPC's intellectual property. All concerned will neither have the right to claim these as their own, nor shall they use/exploit the same for personal gain or benefit of persons or entities other than PSPC during or beyond cessation of their employment with PSPC.

## **Political Affiliation**

8.1. No employee of PSPC shall take part in or subscribe in aid of or assist in any way, any political activity / movement in Pakistan or relating to the affairs of Pakistan, or take part in, or in any way assist, any movement or activity, which is, or tends directly or indirectly to be, subversive to Government as by law established in Pakistan or detrimental to the ideology or integrity of Pakistan.

8.2. Employees shall not canvass or otherwise interfere with or use their influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere, provided that an employee who is qualified to vote at such election may exercise their right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

## **Attendance and Punctuality**

9.1. All concerned shall not leave the office or absent himself / herself from duty, without prior permission of the Competent Authority.

9.2. Strictly adhere to defined break timings, as defined by PSPC from time to time.

## **Conflict of Interest**

10.1. All concerned are required to recognize and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are properly managed or avoided. All disclosure should be made at the time the conflict arises, or when it is recognized that a conflict may be perceived, in writing to the supervisor. If the supervisor also has an interest in the matter, the disclosure shall be made to the next higher level of authority.

10.2. While an officer is serving in PSPC, their spouse, children and siblings will henceforth not be eligible for recruitment in PSPC, SBP and/or any of its other subsidiaries.

## **Gifts and Entertainment**

11.1. Except as permitted, employees shall neither receive nor give any gift(s) or favor(s), in cash or any kind, from / to any organization, including those stakeholders (individual, entities or person created by law) who are in contact with PSPC.

11.2. The above instructions will not be applicable in case;

a. A gift received for value of up to Rs 10,000 provided aggregate value of gifts received /



given from / to during a fiscal year from same source does not exceed Rs 20,000;

b. Advertising materials including trade discounts that an individual or entity normally offers to its general customers;

11.3. The intended recipient will politely refuse the offer of gifts valuing above. However, where such refusal may impact the official relationships, the gift so received would be immediately, but not later than 72 hours, surrendered to HR.

## Prohibitions

12.1. Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, electronic Cig, snuff, or chewing tobacco) is not permitted within the office premises. Employees may smoke outside in open air, at the designated areas, without compromising on the working hours.

12.2. Use of any sort of drug including Pan, Gutka, Naswar, etc. within the office premises is not allowed.

## Self-Disclosure of Criminal Conviction

All employees are required to self-disclose any criminal offence for which any investigating agency have taken cognizance and for which a conviction has been decided against such an employee by any court of law while being professionally engaged with PSPC irrespective of the nature of engagement.

## Health & Safety

All employees must take measures to promote safe working practices, and follow the instructions given by the Health, Safety, and Environment Team from time to time.

## Whistleblowing

All concerned are responsible to immediately report any alleged ethical misconduct or fraud. The employees may raise their concerns through a written report or email at [whistleblower@pspc.gov.pk](mailto:whistleblower@pspc.gov.pk). For more information on the applicability of this policy, refer to Whistleblowing Policy.

## Compliance with the rules of conduct

# Role of line managers

16.1.1. Line managers shall take the necessary measures to encourage respect for the rules of conduct within the entities for which they are responsible.

16.1.2. Managers should ensure that employees placed under their authority are aware of this code.

16.1.3. Apart from the vigilance, line managers are expected to behave in an exemplary manner as regards respect for the principles and rules set out in this code.

16.2. Any information pertaining to violation of this Code must immediately be reported to Director Human Resources.

16.3. If Director Human Resources is found to be violating this Code, MD may be reported. In case of violation by MD, Chairman PSPC may be reported.



## **Reporting Confidentially**

17.1. All stakeholders when reporting to Director HR shall be deemed to have made such report in strict confidence.

17.2. Human Resource Department shall not disclose the identity of concerned employee to other parties unless it is in the interest of the Corporation or it is required by law.

## **Consequences of Violating the Code**

18.1. Any employee who violates the Code shall be subject to disciplinary action.

18.2. Failure to report deviations of the Code by all concerned may result in disciplinary action. Similarly, failure to report deviations of the Code by other stakeholders may result in the termination of their relationship with the Corporation.

## **Interpretation**

This policy shall supersede all previous policies on the subject. In case of any ambiguity in understanding this Policy, the interpretation of the Managing Director will be treated as final. Any exception to the policy shall be approved by the Managing Director on the recommendation of Director HR and shall be reported to Board Human Resource Committee for ratification.



## Undertaking for Compliance with Code of Conduct

**Bidder Name:** \_\_\_\_\_

**Bidder Representative (If any):** \_\_\_\_\_

**Date:** \_\_\_\_\_

I, the undersigned, on behalf of [Bidder Company Name], hereby acknowledge that I have received, read, and understood the Code of Conduct established by [Procuring Agency Name].

As a bidder participating in the procurement process, I undertake to:

1. Adhere to the highest standards of integrity and professionalism in all interactions with PSPC
2. Ensure that all communications and representations made during the bidding process are truthful and transparent.
3. Comply with all applicable laws, regulations, and policies outlined in the Code of Conduct.
4. Avoid any conflicts of interest and disclose any potential conflicts promptly.
5. Report any unethical behavior or violations of the Code of Conduct to the appropriate authorities within PSPC.

I understand that any breach of this undertaking or the Code of Conduct may result in disqualification from the bidding process and potential legal consequences.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Rs. 500/- Stamp Paper Print

P.O.#: \_\_\_\_\_

### NON-DISCLOSURE AGREEMENT (NDA)

This agreement is entered into as of ..... day of..... Year

between

**Pakistan Security Printing Corporation (Pvt.) Limited**, Manufacturer of Banknotes and Prize Bonds registered under the laws of Pakistan, having its registered office at Jinnah Avenue Malir Halt, Karachi, through its authorized representative \_\_\_\_\_ (hereinafter referred to as '**PSPC**', which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns );

and

\_\_\_\_\_, having its registered office at ..... through its authorized representative (hereinafter referred to as '.....' which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns).

(PSPC and \_\_\_\_\_ are hereinafter collectively referred to as the "Parties" and individually as a "Party").

**'Agreement'** means this Agreement and all written amendments and revisions made thereto from time to time.

**"Effective Date"** means the date of execution of this Agreement.

**'State'** means the territory of the Islamic Republic of Pakistan.

#### **WHEREAS**

The Parties to this Agreement wishes to enter into an Agreement concerning the disclosure of certain proprietary and confidential information, whereby it will be necessary for each party (the "**Disclosing Party**") to disclose to the other Party (the "**Receiving Party**"), as the case may, information of a confidential or proprietary nature for the purposes as defined in the Agreement (**Authorized Purpose**) (irrespective of the form of presentation or communication including, but not limited to data, notes, analyses, compilations, studies, physical objects, samples, financial information, technical information, cost information, techniques, , material, methods, processes, sources and any other information, however, described, which is or could be valuable in the type of business in which Disclosing Party is engaged) provided that any disclosure of information made in writing shall be marked confidential or with words of similar effect and that any disclosure made orally shall subsequently be reduced to writing by the Disclosing Party and marked confidential or with words of similar effect with a copy sent to the Receiving Party within 30 days of disclosure ("Information").



**IT IS AGREED AS FOLLOWS:**

1. This Agreement will apply to any disclosure of Information on the Effective Date. This Agreement may be terminated by any Party after giving a prior notice of 30 (Thirty) days' in writing; or immediately if the Disclosing Party has reason to believe that the Receiving Party is in breach of any of the obligations contained herein. Such termination shall not affect any obligation imposed by this Agreement with respect to Information received prior to such termination.
2. Receiving Party shall hold and protect the Confidential Information in the same manner as it protects its own confidential information and in any event such protection shall not be less than that which a reasonable person or business would take in protecting its own confidential information; and shall use the Confidential Information for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information and only disclose Information on a need-to-know basis to such of its employees, contractors, agents, representatives and consultants as is reasonably required, and are under similar obligations of confidentiality as contained in this Agreement, the use whereof shall be restricted for Authorized Purpose only.

Receiving Party shall not, without the prior written approval of the Disclosing Party, use, publish, copy, or otherwise disclose the Confidential Information to others, or permit the use by others for any purpose other than the Authorized Purpose. Receiving Party shall, forthwith upon receipt of a written request from the Disclosing Party or on termination:

- (i) return all information supplied by the Disclosing Party as well as items and materials relating to or derived from the Information;
- (ii) deliver to the Disclosing Party or at its request destroy immediately all items and materials made by the Receiving Party containing Information, that are not returned pursuant to paragraph (i) above;
- (iii) not keep copies or duplicates of any items or materials referred to in paragraphs (i) or (ii) above; and
- (iv) provide a certificate signed by a senior officer of the Receiving Party confirming that the provisions of this clause have been complied with.

3. This Agreement shall not apply to any Information which the Receiving Party: (a) can show is or becomes publicly available through no fault of the Receiving Party; (b) can show was in its possession prior to the date of disclosure; (c) may subsequently receive from any third party legally in possession of the Information and who was not restricted from disclosing it; (d) can show is independently acquired by the Receiving Party as a result of work carried out by an employee, consultant or contractor of the Receiving Party to whom no disclosure of Information has been made; or (e) is required to disclose pursuant to a court order or any law/rules/regulations provided that the Receiving Party shall have given prior written notice to the Disclosing Party.
4. This Agreement shall not be deemed to confer or imply the grant or agreement to grant by the Disclosing Party to the Receiving Parties of any of its rights under copyright, patents, trademarks, design rights or other similar rights. All Information supplied hereunder is supplied on an "as is" basis and the Disclosing Party gives no representation or warranty as to its accuracy, completeness or fitness for any purpose other than the Authorized Purpose. The Disclosing Party shall not be liable for any loss or damage suffered by the Receiving Parties as a result of any Receiving Party's use of the Information.
5. This Agreement does not create any agency or partnership relationship and each party shall act as an independent entity. This Agreement will not be assignable or transferable by the Parties. All additions or modifications to this Agreement must be made in writing



and signed by the Parties.

6. Notices shall be delivered personally, or by prepaid first class mail, or transmitted by facsimile to the Parties at such address or number as the parties shall specify from time to time.
7. The Receiving party may obtain consent of the Disclosing party for any waiver of rights, to share information received under this Agreement to a third party for the Authorized Purpose. Any waiver of any right under this Agreement is only effective if it is in writing and applies to the specific circumstance for which it has been given.
8. In the event of a breach, Disclosing Party shall be entitled, in addition to any other remedies and damages available at law or in equity, to an injunction to restrain the violation thereof by Receiving Party, or its employees, contractors, agents, representatives and consultants,
9. This Agreement shall be governed by and shall be construed in accordance with the laws of Pakistan. In case a dispute arises between the Parties with regard to the terms of or rights and obligations of the Parties under this Agreement, if not resolved amicably, shall be referred to the arbitrator to be mutually appointed by the Parties. The arbitration shall be carried out in accordance with the Arbitration Act, 1940 in English. The award shall be conclusive, and binding on the Parties and the Parties submit to the non-exclusive jurisdiction of the Pakistan's Courts.

In WITNESS WHEREOF, the parties have executed this Agreement and shall be effective as of the date first above written.

For and on behalf of  
of  
Pakistan Security Printing Corporation

For and on behalf

This Agreement has been executed in the presence of the following witnesses:

1. Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC No: \_\_\_\_\_

2. Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

CNIC No: \_\_\_\_\_

