



**National Insurance Company Limited**  
**Government of Pakistan**  
Say No to Corruption

**INVITATION OF BIDS**

**EXTERNAL CLEANING OF GLASS WALLS (WINDOWS)**

National Insurance Company Limited, Islamabad, Government of Pakistan, invites sealed Bids from reputed firms registered with income tax and Sales Tax departments for “ONE TIME CLEANING OF EXTERNAL GLASS WALLS (WINDOWS)” of NICL Building Islamabad.

<b>Title of Work</b>	<b>Bid Security (Rs.)</b>
<p><b><u>SCOPE OF WORK.</u></b></p> <p>a) Cleaning of all window glasses from exterior side of the building with glass cleaning detergent.</p> <p>b) All glass window from ground, Mezzanine and 1<sup>st</sup> Floor to 14<sup>th</sup> Floor and on the all elevators of the building are to be cleaned.</p> <p>c) All windows are to be tested with water / air pressure and only leaking glass will be sealed with silicon sealant after opening of aluminum channel, where deemed necessary, of the windows.</p> <p>d) A final water pressure test will be performed after sealing all windows and contractor has to give guarantee to seal any leaking point (if any) free of cost.</p> <p>e) Contractor will arrange his own external trolley systems, cleaning detergent, cleaning equipment, rubber gasket and silicon sealant or any other material required for the purpose and will ensure safety of the workers involved in the activity.</p> <p>f) Contractors give schedule for maintenance and serving for this entire work.</p>	<p>02% (Two percent) of the quoted bid price</p>

The sealed / stamped envelope containing Bids should clearly be marked with the “ONE TIME CLEANING OF EXTERNAL GLASS WALLS (WINDOWS)”.

The amount of earnest Money for the above bid is 2% of whole amount payable in the form of bank draft / pay order in favour of National Insurance Company Limited, Islamabad and bid validity period will be six (06) months, starting from the last date of bid submission.

Sealed Bids should be dropped in the Tender Box in the office of the undersigned by **27-12-2018** till **11.00 A.M.**, which will be opened on the same day at 11.30 A.M., in the presence of the bidder firms or their representative who may like to be present.

**ZONAL HEAD (NORTH ZONE)**  
**National Insurance Company Limited**  
**13th Floor, NICL Building, 63-Jinnah Avenue, Blue Area,**  
**Islamabad.**  
Phone: 051-9100351, 051-9100343  
Fax: 051-9100350

## TERMS & CONDITIONS

1. Bidding Documents can be downloaded from websites of PPRA [www.ppra.org.pk](http://www.ppra.org.pk) & NICL [www.nicl.com.pk](http://www.nicl.com.pk) or can be obtained free of cost from the office of the undersigned.
2. The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
3. The bidder shall be required to submit a Pay Order for a sum equivalent to 2% of the total value of the bid as a Bid Security in favor of National Insurance Company Limited, payable at Islamabad.
4. Bids, which are not accompanied by the documents at serial no. 2 & 3 above, shall be declared non-responsive and their financial proposal will be returned unopened.
5. Sealed Bids are required to be delivered to the office of the undersigned by **27-12-2018** till **11.00 A.M.**
6. The Bid Opening Committee of NICL will open the quotation / bids, on **27-12-2018** till **11.30 A.M** in the presence of the bidders or their authorized representatives, who may like to be present.
7. The job is one time cleaning of entire building windows externally with complete timeline schedule (to be given by the bidder).
8. The contractor shall ensure that his workers / cleaners deployed at NICL tower always wear distinct uniform bearing the name of their company, helmets and harnesses etc which shall be provided by the contractor / firm at its own cost.
9. In case of any injury, fatal or otherwise, to the workers occurred during work, it will not be the liability of NICL.
10. All the workers / cleaners provided by the contractor will be obligated to maintain decorum and non-compliance to which may result in imposition of penalty / fine on the contractor.
11. The entire financial liability in respect of machinery, workers / cleaners deployed and other items shall be born of the contractor and the office concerned will in no way be liable.
12. The contractor shall be solely responsible for redress of grievances or resolution of disputes relating to the deployed workers. NICL shall, in no way, be responsible for settlement of such issues whatsoever.
13. Penalty will be imposed @ 0.25% per month upto the maximum of 2.5% of the total cost of work, if work is not completed within in the scheduled time.
14. Accommodation and meals / refreshments for the workers / cleaners would be the responsibility of the contractor.
15. The contractor shall ensure that adequate supervision of his workers be provided on site at all time during the progress of the works.
16. The contractor shall take all the necessary precaution not to disturb existing wires, cables, service pipes, trees, plants, flowers etc. In case of any damage, the contractor / bidder shall be liable.
17. The contractor shall confine his workmen strictly within the areas of work involved and work must be carried out with the minimum of noise and no nuisance in any form should be created.

18. The contractor shall provide adequate safety measures such as barricades, pollution screen, safety nets, danger warning signs, temporary footpath, etc subject to the Employer's approval for the safety of the public and occupants of the building during the progress of the works.
19. Upon selection, the selected bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this agreement to any other service provider or organization by whatever name be called without the prior written consent of the designated NICL Official.
20. The interested firms should have experience in window cleaning of high rise buildings. Experience Letters, Work Orders and Client List may also be attached to prove the experience.
21. The following documents would be required for deployment of any worker / cleaner:
  - i. Clear copy of office order / form must be shared with NICL.
  - ii. Clear photocopy of CNIC.
  - iii. Contact Details.
22. Only one authorized representative per bidder will be allowed to attend the opening of bids.
23. Payment will be made only after satisfactory completion of work and submission of completion certificate. However, an advance payment can be made upto the maximum of 50% of the bidding amount subject to the provision of Bank Guarantee by the bidder
24. Payment will be made subject to the deduction of government taxes, after completion of work & production of the Bill/GST invoices
25. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
26. The site can be visited on any working day between 09:00 AM to 12:30 PM.
27. NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposals. NICL shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

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**ANNEX-I**

**NATIONAL INSURANCE COMPANY LIMITED**

NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad  
Phone: 051- 9100343  
Fax: 051-9100350  
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**FINANCIAL PROPOSAL**

**EXTERNAL CLEANING OF GLASS WALLS (WINDOWS)**

Name of the Firm: .....Address: .....

.....

Title of Work	Bid Security (Rs.)
<p><b><u>SCOPE OF WORK.</u></b></p> <ul style="list-style-type: none"><li>a) Cleaning of all window glasses from exterior side of the building with glass cleaning detergent.</li><li>b) All glass window from ground, Mezzanine and 1<sup>st</sup> Floor to 14<sup>th</sup> Floor and on the all elevators of the building are to be cleaned.</li><li>c) All windows are to be tested with water / air pressure and only leaking glass will be sealed with silicon sealant after opening of aluminum channel, where deemed necessary, of the windows.</li><li>d) A final water pressure test will be performed after sealing all windows and contractor has to give guarantee to seal any leaking point (if any) free of cost.</li><li>e) Contractor will arrange his own external trolley systems, cleaning detergent, cleaning equipment, rubber gasket and silicon sealant or any other material required for the purpose and will ensure safety of the workers involved in the activity.</li><li>f) Contractors give schedule for maintenance and serving for this entire work.</li></ul>	<p>02% (Two percent) of the quoted bid price</p>

**Rates may be quoted below:**

Descriptions	Amount (Rs.)
Quoted amount in Figures	
Add GST and any other taxes applicable / Govt. levies	
<b>Total Quoted Amount</b>	

Total Quoted Amount in Words:- Rupees\_\_\_\_\_

\_\_\_\_\_

\*(Quoted rates should be inclusive of all taxes and transportation, and other charges (if any)

Authorized Signature with Stamp and

Name: (.....)