

NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)



TENDER DOCUMENTS

**Tender for Inviting Applications for Enlistment of Medical Units on NICL
Panel for providing credit Medical Facilities to the Employees of NICL**

TENDER OPENING DATE: / 2018

Issued to: _____

NICL Receipt Number: _____ Dated: _____

NATIONAL INSURANCE COMPANY LIMITED
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ADMINISTRATION DEPARTMENT

Interested Doctors/Medical Stores/ Hospitals should submit complete profile portfolio covering the following details:

- Under Single stage –One Envelope procedure having the details of firm includes the list of professional personnel's, list of charges etc. The proposal should clearly be marked as **“Proposal for Enlistment on NICL’s Panel as Approved Medical Attendant/Medical Store/Hospital”** for providing medical facilities to NICL Head Office and South Zone Employees and their entitled dependent family members at Karachi, Hyderabad, Sukkur & Quetta.
- Full name with location of Clinic, store & Hospital along with full details such as postal address. Telephone, fax, email.
- **NICL** shall disqualify proposal if it finds at any time that the information submit was false and materially inaccurate.
- Bids received by Fax or email shall not be accepted.
- All offers should be valid for 90 (Ninety) calendar days from the date of Tender Openings.
- Specifications as **“Annexure A”**.
- List of Customers/Clients to whom such type of services has been provided.
- Declaration /Affidavit that the medical unit is not black listed by any Govt., Semi Govt. or Autonomous institution due to any reason.
- Clarification if any may be obtained through written inquiry from :-

Syed Aqeel Ahmad
Executive Officer (Admin)
National Insurance Company Limited
3rd Floor, NIC Building,
Abbassi Shaheed Road,
Karachi

Note:

All Documents submitted shall be properly understandable/readable. Any unclear or non readable photocopy shall not be considered.

Following Term & Conditions and Scope of work are as under:

1. Sealed Tenders from well reputed Doctors, Medical Attendants & Hospitals having full detail should be reached on or before the specified deadline as published in advertisement.
2. The scope of work includes the following:
 - a. Medical attendants: to provide medical facilities to NICL Employees and their entitled dependant family members as and when required on credit basis.
 - b. Medical Stores: to provide prescribed medicine to NICL Employees and their entitled dependant family members as and when required on credit basis against prescriptions of approved medical attendants.
 - c. Hospitals: to provide medical facilities to NICL Employees and their entitled dependant family members as and when required on credit basis against reference letters issued by approved medical attendants/ CMO or NICL.
3. Only those Doctors, Medical Attendants & Hospitals who are registered for providing such services and having valid NTN & SST Registration and on Active Tax Payers List of FBR /SRB (attach valid documentary evidence) are eligible to participate in the tender process.
4. Affidavit on Rs.100/- that the medical unit is not black-listed by any Government/ Semi-Government or Private Organizations.
5. Applicants should have to attach complete list of charges of the medical unit.
6. Those who have been black listed by any organization shall not be eligible to participate in the bidding process.
7. List of Charges should be including all applicable Taxes/Levies//SST.
8. Payment of bills shall be made subject to deduction of Government Taxes.
9. Sealed bids are required to be delivered to the office of the undersigned as per the time schedule given in the advertisement. Proposal will also be opened on as per the time schedule in the presence of the bidders or their authorized representatives, who may like to be present.
10. Applicants which are not accompanied by the documents at serial No 3,4 & 5 above, shall be declared Non-Responsive.
11. The validity period will be 90 days starting from the date of bid opening.
12. The proposal should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
13. Application form must be filled complete & properly, otherwise it will be considered as Non-Responsive.
14. Incorrect information of any sort shall make the firm liable for the debarring from this contract in NICL, even after award of the Work Order.
15. Applications received by Fax or email shall not be accepted.
16. Conditional, Multi Optional bids will not be accepted.
17. Brief Profile, Book-lets and Brochures should be enclosed/ attached with the Tender documents.
18. Sealed Tender Forms duly completed should reach on or before the specified deadline.
19. The applicants bidders shall be well reputed, well established.

20. No Applicants shall be allowed to alter or modify his bid after the bids have been opened. However the NICL being the procuring agency may seek and accept clarifications to the bid that do not change the substance of the proposal.
21. The National Insurance Company Limited may reject all bids or proposals at any time prior to the acceptance of the bid or proposal. However, the company shall, upon request, communicate to any bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

Terms & Conditions, specified in the Tender Document are fully understood and accepted and we hereby agree to abide by and fulfill all the terms and conditions

Name & Signature: _____

Authorized Representative of the applicant

(Note: Please submit Company visiting card)

Issued by: NICL HR & Admin Deptt: (Company Stamp)
NICL (Head office – Karachi)

GENERAL MANAGER – ADMIN & HR

NATIONAL INSURANCE COMPANY LIMITED 3th FLOOR NIC BUILDING, ABBASI SHAHEED ROAD, KARACHI
UAN: 111-642-642 LAND-LINE: 021-99026332: 99225741-50 (EXTENSION NUMBER – 6332)

**AREA WISE REQUIREMENT OF DOCTORS / MEDICAL STORES / HOSPITALS
ON NICL PANEL**

i. Requirements at Karachi.

S.No.	DESCRIPTIONS	LOCATIONS	REQUIREMENT	REMARKS
1.	Area Doctors	1.Korangi 2.Landhi 3.Gulshan-e-Iqbal 4.DHA 5.Clifton 6.Federal B Area 7.North Karachi / Surjani 8.North Nazimabad 9.Shadman Town	09	Registered Medical Practitioners
2.	Medical Stores	1.Clifton 2.Korangi 3.Landhi 4.New Karachi, 5.North Karachi / Surjani 6.North Nazimabad 7.Metroville / Maskan 8.Gulshan-e-Hadeed 9. Federal B Area	08	Having Good Location / Medicines
3.	Hospitals	1. Defence 2. Clifton 3. Landhi 4. Malir/Model Colony 5. Shah Faisal / Drig Road 6. Gulistan-e- Jauhar 7. New Karachi 8. North Karachi / Surjani 9. Nazimabad, 10.Orangi Town / Baldia, 11.Gulshan-e-Hadeed	11	Having all types of Medical Facilities including Surgical facilities with good location

ii. Requirements for Branches.

S.No	City	Area Doctors	Medical Stores	Hospitals
1	Hyderabad	01	01	01
2	Sukkur	01	01	01
3	Quetta	01	01	01

“SAY NO TO CORRUPTION”

NATIONAL INSURANCE COMPANY LIMITED

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CUIN # 0041095

**REGISTERED ADDRESS: NIC BUILDING, ABBASI SHAHEED ROAD,
P.O. BOX NO. 10506, KARACHI-74400**

UAN # +9921-111-642-642

E-mail: info@nicl.com.pk - Website: www.nicl.com.pk

TENDER NOTICE

ENLISTMENT OF AREA DOCTORS, MEDICAL STORES AND HOSPITALS ON NICL PANEL FOR PROVIDING MEDICAL FACILITIES ON CREDIT

1. National Insurance Company limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce. The management of NICL is looking for enlistment of reputed Area Doctors, Medical Stores and Hospitals, for providing medical facility to employees of NICL Head Office in Karachi and South Zone, Karachi, Hyderabad, Sukkur and Quetta.

Last Date & Time for Submission of Proposals	Date & Time for Opening of Proposals
10 /12 / 2018 11:00 AM	10 / 12 / 2018 11:30 AM

2. Sealed Proposal under Single Stage - One Envelope Bidding Procedure Clearly Marked as proposal for enlistment of “Area Doctor / Medical Store / Hospital on NICL panel are invited from reputed area doctors, medical stores and hospitals, having license / authorization for providing the said services and also Income Tax and Sales Tax Registration to undertake the task under PPRA Rules.
3. Proposal forms / documents, terms/conditions of NICL along with the scope of work can be obtained free of cost from the office of undersigned 3rd floor NIC Building Karachi, on any working day (From Monday to Friday) during office hours. The proposal in a sealed envelope should be submitted latest by or before the above mentioned date. The proposals will be opened by the NICL’s Tender Opening Committee as per given time schedule in presence of participants or their representatives who will be present at the time.
4. Late or unsealed proposals will not be entertained.
5. Conditional/or Multi Optional Quotations will not be accepted.

6. The National Insurance Company Limited may reject all bids or proposals at any time prior to the acceptance of the bid or proposal. However, the company shall, upon request, communicate to any bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

Admin & HR Department
National Insurance Company Limited
3rd Floor, NICL Building, Abbasi
Shaheed Road Karachi-74000
Ph No.(021) 99026332