



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

**INVITATION OF BIDS**

**TENDER FOR THE FABRICATION OF STEEL RACKS, WOODEN  
ALMIRAH & REPAIR OF STEEL RACKS**

National Insurance Company Limited, Ministry of Commerce, Government of Pakistan, invites sealed Bids from reputed firms/companies registered with income tax, Sales Tax departments and are fulfilling all legal criteria of registration for the procurement of bottled drinking water.

<b>Title of Work</b>	<b>Security (Rs.)</b>
<b><u>SCOPE OF WORK.</u></b> a) Fabrication of 20 Steel Rack frame of 22-gauge shelves, frame of angle iron 1.5” X 1.5” with back & side open. Size: Height 8ft X 4ft, Width 1.5ft D. b) Fabrication of 01 Wooden Almirah made of lamination sheet with tape edging from all sides with lock & handle. Size: Length 10ft X 8ft, Width 1.5ft D. c) Repair existing Steel Racks as per requirements.	<b>5% of the Bid Amount</b>

The sealed / stamped envelope containing Bids/Proposal should clearly be marked with the “**FABRICATION OF STEEL RACKS, WOODEN ALMIRAH & REPAIR OF STEEL RACKS.**”

The amount of earnest Money for the above bid 5% of the Bid Amount in the form of bank draft / pay order in favor of National Insurance Company Limited and bid/proposal validity period will be ninety (90) days, starting from the last date of bid submission.

Sealed Bids shall be dropped in the Tender Box in the office of the undersigned by **16<sup>th</sup> of November 2022 till 11.30 A.M.**, which will be opened by the bid opening committee of NICL on the same day at **12.00 P.M.**, in the presence of the company’s representative who may like to be present at 14th Floor, NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad.

The 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 and the site can be visited on any working day between **09:00 AM to 12:30 PM.**

**Chief Manager Procurement Department**  
**National Insurance Company Limited, Head Office**  
**14th Floor, NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad.**  
Phone: 051-9100343, Fax: 051-9100350

## TERMS & CONDITIONS

1. NICL intends to invite bids from well reputed company/firm for the fabrication of steel racks, wooden almirah & repair of steel rack.
2. Tender 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.
3. Tender will be conducted under National Competitive Bidding pursuant to “Single stage one envelopes procedure” as per Rule 36(a) of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible participants of tender as defined in the PPR 2004 that meet the following minimum eligibility/qualification criteria.
4. The firm should be registered with Income Tax; Sales Tax Departments & should appear on Active Taxpayers List (ATL) of FBR. (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
5. The participants of the tender shall not be blacklisted/debarred by any public/private organization and the bidder, in this regard, shall furnish undertaking on stamp paper of worth Rs.100/-.
6. The participants of the tender shall be required to submit a Pay Order for a sum equivalent to 5% of the bid amount as Security in favor of National Insurance Company Limited to be attached with the proposal.
7. Security shall be returned/released to the unsuccessful participants of the tender(s) once this process has been completed/finalized.
8. Proposal, which are not accompanied by the documents at serial no. 3, 4 & 5 above, shall be declared non-responsive and their proposal will be returned.
9. Sealed proposals are required to be delivered at office of the undersigned by **16<sup>th</sup> of November 2022** till **11.30 A.M.**
10. The Bid Opening Committee of NICL shall open the proposals/bids, on **16<sup>th</sup> of November 2022** at **12.00 P.M** in the presence of the company/firm or their authorized representatives, who may like to be present.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, NICL being the procuring agency may seek and accept clarifications to the bid in written that does not change the substance of the proposal.
12. Bids which are incomplete, not sealed, or late or submitted by other than specified manner shall be returned un-opened.
13. Each paper of Tender Document should be sign & stamped by authorized person.
14. The bids received by fax or e-mail shall not be accepted.
15. Only one authorized representative per participants of the tender will be allowed to attend the opening of bids.
16. The entire financial liability in respect of fabrication of steel racks, wooden almirah & repair of steel rack would be the sole responsibility of the enlisted company/firm.
17. Upon selection, the selected company/firm 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.
18. Payment will be made only after satisfactory completion of work & after the receipt of original invoice.

19. The pre-qualified agents must be financially sound to be willing to do business on credit basis.
20. Payment will be made subject to the deduction of government taxes, after completion of work & production of the Bill/GST invoices.
21. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects will not be considered.
22. The site can be visited on any working day between **09:00 AM to 12:30 PM**.
23. 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.
24. The participants of the tender shall bear all costs associated with the preparation and submission of their respective Proposals and NICL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification/enlistment process.
25. A company/firm will be selected after an open and transparent tendering process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, and Rules, Regulations and Guidelines.
26. The tenders may be dropped in the tender box at 14 floor NICL Building, 14th Floor, 63-Jinnah Avenue, Blue Area, Islamabad.

**Chief Manager Procurement Department**  
**National Insurance Company Limited, Head Office**  
**13th Floor, NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad.**  
Phone: 051-9100343, Fax: 051-9100350

**NATIONAL INSURANCE COMPANY LIMITED**

NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad  
Phone: 051- 9100343, 051-2800221  
Fax: 051-9100350  
\*\*\*\*\*

**FINANCIAL PROPOSAL**

**TENDER FOR THE FABRICATION & REPAIR OF STEEL RACKS &  
WOODEN ALMIRAH**

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

<b>Title of Work</b>	<b>Security (Rs.)</b>
<b><u>SCOPE OF WORK.</u></b> a) Fabrication of 20 Steel Rack frame of 22-gauge shelves, frame of angle iron 1.5” X 1.5” with back & side open. Size: Hight 8ft X 4ft, Width 1.5ft D. b) Fabrication of 01Wooden Almirah made of lamination sheet with tape edging from all sides with lock & handle. Size: Length 10ft X 8ft, Width 1.5ft D. c) Repair existing of Steel Racks as per requirements.	<b>5% of the Bid Amount</b>

Authorized Signature with  
Stamp and

Name: (.....)

## **BID EVALUATION CRITERIA**

- ❖ Participants of the tender failing in mandatory requirements will be disqualified.
- ❖ The following factors have been considered as the basis of evaluation:

S.NO	Parameters	Yes	No
1	a) NTN Certificate. (Please provide copy of NTN Certificate) b) GST Certificate. (Please provide copy of GST Certificate)		
2	Firm/company should have successfully completed at least 01 No. job of relevant nature in the past. (Please attach copies of relevant past work orders)		
3	Provided duly signed and stamped RFQ, terms and conditions, technical compliance sheet, any other requirements, etc. included in Tender documents & agreed to execute the work accordingly.		