



NATIONAL INSURANCE COMPANY LIMITED
OWNED BY THE GOVERNMENT OF PAKISTAN
Say No to Corruption

INVITATION OF BIDS

TENDER FOR THE FABRICATION OF STEEL RACKS

National Insurance Company Limited (NICL), 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 Fabrication of 60 Steel Rack for NICL, Head Office, Karachi.

Title of Work	Security (Rs.)
<u>SCOPE OF WORK.</u>	
a) Fabrication of 60 Steel Rack, colored frame, shelves, and back support (H 6' X W 45" X 12" Gauge F-16 X 5-22).	5% of the Bid Amount

The sealed/stamped envelope containing Bids/Proposal should clearly be marked with the **"FABRICATION 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 **12th January, 2023 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.

The Bidding Documents can be downloaded from websites of PPRA www.ppra.org.pk & NICL 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 5:00 PM.**

Acting General Manager (HR, Admin, and IT)
National Insurance Company Limited, Head Office
3rd Floor NICL Building, Abbasi Shaheed Road, Karachi.
Phone No. 021-111 642 642

TERMS & CONDITIONS

1. NICL intends to invite bids from a well-reputed company/firm for the fabrication of steel racks.
2. Tender Documents can be downloaded from websites of PPRA www.ppra.org.pk & NICL 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. Proposals, which are not accompanied by the documents at serial no. 4, 5 & 6 above, shall be declared non-responsive and their proposal will be returned.
9. Sealed proposals are required to be delivered to the office of the undersigned by **12th January, 2023 till 11.30 A.M.**
10. The Bid Opening Committee of NICL shall open the proposals/bids, on **12th January, 2023 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 writing 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 signed & stamped by an authorized person.
14. The bids received by fax or e-mail shall not be accepted.
15. Only one authorized representative per participant will be allowed to attend the bid opening session.
16. The entire financial liability in respect of fabrication of steel racks shall 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 the original invoice.
19. The pre-qualified agents must be financially sound to be willing to do business on a 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 5:00 PM**.
23. NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. 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 3rd floor NICL Building, Abbasi Shaheed Road, Karachi.
27. In case the first lowest pre-qualified bidder fails to provide the required services or NICL is not satisfied with the provided services, NICL reserves the right to obtain the services from second lowest bidder. In case the second lowest pre-qualified bidder fails to provide the required services or NICL is not satisfied with the provided services, the NICL reserves the right to obtain the services from third lowest bidder.

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ANNEX-I

NATIONAL INSURANCE COMPANY LIMITED

3rd floor NICL Building, Abbasi Shaheed Road, Karachi
Phone: 021- 99225924, 021-99225905

FINANCIAL PROPOSAL

TENDER FOR THE FABRICATION OF STEEL RACKS.

Name of the Firm:Address:
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Title of Work	Bid Amount	Bid Security
<u>SCOPE OF WORK.</u> a) Fabrication of 60 Steel Rack, colored frame, shelves, and back support (H 6' X W 45" X 12" Gauge F-16 X 5-22).	Rs. _____	5% of the Bid Amount Rs. _____

Note: Bid amount should be inclusive all applicable taxes and Transportation /labor charges for delivery at 17th Floor of NICL Building, Karachi.

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.		

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