



National Insurance Company Limited
Government of Pakistan
Say No to Corruption

INVITATION OF BIDS

HIRING OF CONSULTANT FIRM FOR OBTAINING FIRE & SAFETY PLAN APPROVED AND COMPLETION FROM EMERGENCY & DISASTER MANAGEMENT DIRECTORATE (E&DM) AND COMPLETION CERTIFICATE FOR NICL BUILDING FROM BUILDING CONTROL SECTION CDA, ISLAMABAD.

National Insurance Company Limited, Islamabad, Government of Pakistan, invites sealed Bids from reputed Firms registered with Income tax, Sales Tax Departments, Pakistan Engineering Council for obtaining Fire & Safety NOC from Emergency & Disaster Management Directorate (E & DM), Completion Certificate from BCS, CDA for NICL Building Islamabad.

Title of Work	Bid Security (Rs.)
<p><u>SCOPE OF WORK.</u></p> <p>a) Drawings of Lightening and Earthing System as per CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.</p> <p>b) Drawings of Fire Alarm Detection System (Manual & Auto) with all components i.e. above Ceiling, Heat/Smoke Detectors, Call Points etc., as per the CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.</p> <p>c) Drawings of Fire Fighting Hydrant System (Fire Hose Reel, Hydrant yard, Sprinkle System and Fire Pump) as per the CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.</p> <p>d) Drawings of Emergency Lighting and Escape Route as per the CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.</p> <p>e) Any other requirement (as per Post Inspection/Advisory Report by CDA) to Obtain Completion Certificate from CDA for NICL Building Islamabad.</p> <p>f) As built Architectural Drawings with Cross Section Evaluation and Key Plan.</p> <p>g) As built Electrical Drawings as per the CDA Bylaws.</p> <p>h) As built HVAC & Plumbing Drawings.</p> <p>i) BOQ for above mentioned each drawing separately.</p> <p>j) Tender Documents for the required work to be done at NICL building Islamabad to fulfill the requirements as per PEC and PPRA Rules and regulations.</p> <p>k) To obtain completion certificate of NICL Building, Islamabad from BCS, CDA and provision the same to NICL.</p> <p>l) Obtaining Plan approved and Completion Certificate from E&DM after fulfilling their requirements.</p> <p>Note: It should be sole responsibility of successful bidder/contractor to get the approval of the above-mentioned Fire fighting Protection Drawings from Directorate of Emergency & Disaster Management (E&DM), CDA, Islamabad.</p>	<p>02% (Two percent) of the quoted bid price. (Refundable)</p>

The sealed / stamped envelope containing Bids should clearly be marked with the :-

HIRING OF CONSULTANT FIRM FOR OBTAINING FIRE & SAFETY PLAN APPROVED AND COMPLETION FROM EMERGENCY & DISASTER MANAGEMENT DIRECTORATE (E&DM) AND COMPLETION CERTIFICATE FOR NICL BUILDING FROM BUILDING CONTROL SECTION CDA, ISLAMABAD.

The amount of Bid Security for the above bid is 2% of whole quoted amount payable in the form of bank draft / pay order in favor of National Insurance Company Limited, Islamabad and bid validity period should not be less than six (06) months, starting from the last date of bid submission.

Sealed Bids should be dropped in the Tender Box placed in the office of the undersigned by date: **08-02-2023** 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.

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

TERMS & CONDITIONS

1. Bidding Documents can be obtained free of cost, during the working hours (10:00 hours to 1600 hours) from the undersigned's office. Can also can be downloaded from websites of PPRA www.ppra.org.pk or NICL www.nicl.com.pk.
2. Bidding will be conducted under National Competitive Bidding pursuant to 'Single Stage Two Envelopes Procedure as per S.R.O 1077(I)/2010 of Public Procurement Rules 2010 and is open to all eligible Bidders as defined in the Public Procurement Rules 2010 Rule **3B (i) Method for Selection of Consultants**. The PPRA 2010 Section **B. Quality and Cost-based selection**- states that this method shall be used where high quality is the prime consideration while cost is a secondary consideration.
3. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
4. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
5. In first step, the Technical Proposals shall be evaluated. NICL may discuss its technical details, if it may deem necessary.
6. The envelope marked as "FINANCIAL PROPOSAL" Shall be retained in the custody of the NICL without being opened.
7. NICL shall evaluate the "TECHNICAL PROPOSAL" without reference to the price and may reject any proposal which does not conform to the specified requirements.
8. Financial Proposals of only those companies/firms shall be opened who will be Technically qualified under this process.
9. After the evaluation and approval of the "TECHNICAL PROPOSAL", NICL shall at a decided date and time (Date and time Shall be communicated to the bidders in writing) within the bid validity period. The "FINANCIAL PROPOSAL" of the Technically Qualified Bidders shall be opened publicly in front of company/firm or their authorized representatives, who may like to be present.
10. The "FINANCIAL PROPOSALS" of bidders found Technically Nonresponsive shall be returned un-opened to the respective bidders.
11. A combined evaluation of Technical and Financial proposals shall be made and the applicant with the most advantageous proposal will be accepted.
12. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects shall not be considered.
13. Bidder should Provide the complete details of the technical staff/employee along with their educational qualifications and experience.
14. Bidders/consultant must be registered with Pakistan Engineering Council (PEC) as MEP Consultant with relevant codes (provide copy of Registration).
15. The Contractor/Executor/consultant must be well conversant with the Local and International Fire Codes & Byelaws, their implementation junctures, applicable regulatory implications/obligations pre-conditions & Compulsions etc.
16. The Contractor/Consultant must possess PEC Registration, being mandatory to undertake specified Fire Prevention, Protection and Life Safety Jobs as well as hold adequate product, brands, quality and quantity hands on field exposure etc., followed by proactive approach towards latest Global Safety Trends etc.

17. The firm should be registered with Income Tax, Sales Tax Departments and should appear on Active Taxpayers List (ATL) of FBR. (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
18. The bidder should 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/- duly attested by the Oath Commissioner.
19. The successful bidder must have on-job knowledge/experience of Installation, Operations and Maintenance and up keeping of the prevention, protection and Life Safety parameters, preferably within the High-rise buildings situated inside and around Islamabad Capital Territory (ICT) and/or other big-cities/organizations within the definition of High-Rise buildings.
20. The successful bidder/consultant must possess a working exposure with the “Authority Having Jurisdiction (AHJ) i.e., Director of Emergency & Disaster Management (E&DM)/MCI, which includes and not limited to (i) obtaining Fire and Safety Design approvals (ii) Obtaining completion certificate of the completed projects (iii) having operations & Maintenance type activities vetted by/through AHJ and consistently engaged within territorial limits of “ICT” for specific Fire & Safety jobs not less than 10 years, (provide evidence).
21. The successful bidder shall provide a live demonstration of his action plan on multimedia, identifying the plan of action including time frame, quantity to quality, maintenance, up keeping and all allied modalities etc.
22. The bidders must possess and furnish an active/updated list of its clients, approved design, obtained completion and overall handled projects, independently or as team, which may also be visited and physically seen by team of NICL, to evaluate performance effectiveness and efficiency.
23. The firm must have an operational office within Islamabad, possess technical and reliable Human Resource to be verified and visited by the team of NICL for their existing stature as PEC certified firm and review the strength and weaknesses.
24. The NICL reserves the right to accept or reject any or all the bids on aforementioned technical grounds.
25. The bidder shall be required to submit a Pay Order (with Financial Proposal) for a sum equivalent to 2% of the total value (in Pak Rupees) of the bid as Bid Security (Refundable) in favor of National Insurance Company Limited, payable at Islamabad.
26. Bids, which are not accompanied by the documents at serial No.14, 15, 16, 17, 18, 19, 20, 22& 23 above, shall be declared non-responsive and their financial proposal will be returned unopened.
27. Sealed Bids are required to be delivered at the office of the undersigned by **date: 08-02-2023** till **11.00 A.M.**
28. The Bid Opening Committee of NICL will open the quotation / bids, on **date: 08-02-2023** at **11: 30 A.M** in the presence of the bidders or their authorized representatives who may like to be present.
29. Only one authorized representative per bidder (who may want to be present) will be allowed to attend the opening of bids.
30. All the workers provided by the successful bidder will be obligated to maintain decorum. Non-compliance of which may result in imposition of penalty/fine on the consultant.
31. The entire financial liability in respect of Obtaining Fire & Safety NOC from Emergency & Disaster Management Directorate (E & DM) & Final Completion Certificate from BCS, CDA for NICL Building Islamabad shall be responsibility of the successful bidder.
32. The successful bidder shall be responsible for the completion of the project. All related visits of consultants or its team shall be included in the quoted financial bid, no extra payment/cost would be made.

33. 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.
34. Payment will be made (in Pak Rupees subject to the deduction of government taxes) after satisfactory completion of work as mentioned in **ANNEX-I** and submission of Completion Certificate of each job, production of the Bill/GST invoices.
35. Payment will be made subject to clearance of Anti Money Laundering/Counter Financing Terrorism (AML/CFT).
36. The site can be visited on any working day between 10:00 AM to 04:30 PM.
37. 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 bidder who submitted a bid or proposal, the grounds for its rejection but is not required to justify those grounds.
38. Successful bidders must follow all COVID-19 SOPs.
39. The interested firms/companies/consultant should send the sealed proposals to Chief Manager, Procurement, National Insurance Company Limited, 14th Floor, NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad.

NATIONAL INSURANCE COMPANY LIMITED

NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad

Phone: 051- 9100343, 051-2800221

Fax: 051-9100350

FINANCIAL PROPOSAL**HIRING OF CONSULTANT FIRM FOR OBTAINING FIRE & SAFETY PLAN APPROVED AND COMPLETION FROM EMERGENCY & DISASTER MANAGEMENT DIRECTORATE (E&DM) AND COMPLETION CERTIFICATE FOR NICL BUILDING FROM BUILDING CONTROL SECTION CDA, ISLAMABAD.**

Name of the Firm:.....

Address:.....

Sr/ No	Title of Work	Mode of Payment (Rs.)
1	Advance Payment	05%
2	Drawings of Lightening and Earthing System as per CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.	45% after completion of Work mentioned at S.No. 2,3,4,5,6,7,8
3	Drawings of Fire Alarm Detection System (Manual & Auto) with all components i.e. above Ceiling, Heat/Smoke Detectors, Call Points etc., as per the CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.	
4	Drawings of Fire Fighting Hydrant System (Fire Hose Reel, Hydrant yard, Sprinkle System and Fire Pump) as per the CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.	
5	Drawings of Emergency Lighting and Escape Route as per the CDA Building Standards for Fire Prevention & Life Safety Regulations 2010 & Building Code of Pakistan Fire Safety Provisions 2016.	
6	Any other requirement (as per Post Inspection/Advisory Report by CDA) to Obtain Completion Certificate from CDA for NICL Building Islamabad.	
7	As built Architectural Drawings with Cross Section Evaluation and Key Plan.	
8	As built Electrical Drawings as per the CDA Bylaws.	
9	As built HVAC & Plumbing Drawings.	
10	BOQ for above mentioned each drawing separately.	50% after completion of Work mentioned at S.No. 9,10,11,12,13,
11	Tender Documents for the required work to be done at NICL building Islamabad to fulfil the requirements as per PEC and PPRA Rules and regulations.	
12	To obtain Completion Certificate of NICL Building, Islamabad from BCS, CDA and provision to NICL.	
13	Obtaining Plan approved and Completion Certificate from E&DM after fulfilling their requirements.	

Rates may be quoted below:

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

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:

BID EVALUATION CRITERIA

- ❖ Bidder failing in mandatory requirements will be disqualified.
- ❖ Successful Bidders must obtain overall equal or above 70% marks.
- ❖ Bidders obtaining less than 50% marks in any section of the evaluation criteria shall not be qualified.
- ❖ The Criteria for Evaluation of bids is mentioned at Sections A-1,A-2 and A-3 below:

SECTION –A

A-

S.NO	Parameters	Yes	No
1	a. NTN Certificate (Please provide copy of NTN Certificate) b. GST Certificate (Please provide copy of GST Certificate) c. Copy of income tax return for the last 3 years and proof of active taxpayer. d. Audited financial statements for the last (03) three years. e. Bank statements of last (03) three year & Bank certificate.		
2	a) Bidders must be registered with Pakistan Engineering Council (PEC) as MEP Consultant with all relevantly codes. The bidder must provide latest renewal letter/certificate of registration & must also provide renewal letters/certificates of registration up to the current year. b) Copy of Company Registration Certificate with Securities & Exchange Commission of Pakistan.		
3	Consultant should have successfully completed at least 01 No. job of relevant nature in the past(Please attach copies of relevant past work orders).		
4	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?		

A-1 STATUS OF FIRM AND GENERAL REQUIREMENTS

Sr.	DESCRIPTION	%/Marks		MAX	OBTAINED
1.1	Type of Firm				
	Public / Private Limited	100%	5	5	
	Partnership	70%	3.5		
	Sole Proprietorship	30%	1.5		
	None of the above	0%	0		
(Please provide certificate of incorporation)					
1.2	Established offices (with phone & fax facilities)			5	
	Islamabad and Rawalpindi	100%	5		
	Else Were	0%	0		
	(Please provide full contacts of all offices located across the country)				
1.3	Average Annual Turnover in last 3 years			5	
	<input type="checkbox"/> More than 10 Million	100%	5		
	<input type="checkbox"/> Between 08 to 09 Million	70%	3.5		
	<input type="checkbox"/> Between 06 to 07 Million	40%	2		
	<input type="checkbox"/> Between 03 to 05 Million	30%	1.5		
	(Please provide audit report / income tax return / bank statement as an evidence)				
1.4	Number of Contracts same nature in hand			5	
	<input type="checkbox"/> At least 03 contracts	100%	5		
	<input type="checkbox"/> At least 02 contracts	70%	3.5		
	<input type="checkbox"/> At least 01 contracts	30%	1.5		
	<input type="checkbox"/> Nil	0%	0		
	(Provide the copies of contracts with various organization)				
	TOTAL			20	

REFERENCES AND PAST EXPERIENCES

Sr.	DESCRIPTION	% / Marks		MAX	OBTAINED	
2.1	<p style="text-align: center;">Total work Experience *</p> <input type="checkbox"/> More than 10 years <input type="checkbox"/> B/w 5-10 years <input type="checkbox"/> B/w 1-5 years <input type="checkbox"/> Less than 1 year <i>(Please provide copies of work orders and other related documents)</i>	100%	20	20		
2.2	<p style="text-align: center;">Clientele (Submit list of projects particularly similar nature jobs)</p> <input type="checkbox"/> Government Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Others	100%	20		20	
2.3	<p style="text-align: center;">Number of Similar Nature jobs handled in last 10 years</p> <input type="checkbox"/> More than 10 <input type="checkbox"/> From 6 - 9 <input type="checkbox"/> From 2 - 5 <input type="checkbox"/> Less than 2 <i>(Please provide work orders and other documents as evidence)</i>	100%	10		10	
2.4	<p style="text-align: center;">Experience of Similar Nature jobs</p> <input type="checkbox"/> More than 10 years <input type="checkbox"/> B/w 5-10 years <input type="checkbox"/> B/w 1-5 years <i>(Please provide copies of work orders and other related documents)</i>	100%	10		10	
	TOTAL			60		

CAPABILITIES AND PHYSICAL DEMONSTRATION

- ❖ This section is to be filled by the bidder. The bidder must provide the supporting documents against the information provided in this section.

Sr. No.	Academic & General Qualification	Maximum Points	Points Division Per Person	Points Obtained
1	Associate Engineers (Civil/ Arch/Struct/Elect /Mech)	03(Max)	0.667	
2	BA/B.sc (Civil/ Arch/Elect/Mech)	07(Max)	0.7	
3	MA/M.sc (Civil/ Arch/Struct/Elect /Mech)	07(Max)	1	
4	Ph.D.Engr (Civil/ Arch/ Elect/Mech)	03(Max)	1.5	
TOTAL POINTS OBTAINED		20		

Sr. No	Qualification	Experie nce (Years)	Min. No. of Persons Required	Number of Persons	Points Per Person	Points Obtained
1	Principal Architect	5-10	1		5	
2	Architects	3-9	1		3	
3	Principal Structural Engineer	5-10	1		3	
4	Structural Engineer	3-9	1		3	
5	Resident Engineer	7-15	1		3	
6	Assistant Resident Engineer	3-9	1		3	
7	HVAC Engineer/ Association of Firm	3-9	1		3	
8	Electrical Engineer/ Association of Firm	5-10	1		3	
9	Graduate Engr.	5-10	1		2	
TOTAL POINTS OBTAINED						