

“SAY NO TO CORRUPTION”

NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)

CUIN # 0041095



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

Phone # +9221-9925741-50 - UAN # +9921-111-642-642

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

TENDER NOTICE

HIRING A FIRM FOR RODENT, TERMITE, FUMIGATION/PEST CONTROL SERVICES AT NICL'S SELF OCCUPIED AREAS OF NICL BUILDING KARACHI

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 the company invites sealed Tenders / Quotations from those reputed firms which have their proper offices at Karachi for Hiring a Firm for Providing Rodent, Termite, Fumigation/Pest Control Services at self occupied areas of NIC Building, Karachi on contract basis.

Last Date & Time for Submission of Bids	Date & Time for Opening of Bids
02 / 03 /2023 at 11:00 AM	02 / 03 /2023 at 11:30 AM

2. Sealed tenders, under Single Stage – One Envelopes bidding procedure clearly marked as **“Bid/Proposal” for Rodent, Termite, Fumigation/Pest Control Services** are invited from the firms of good repute having valid Income / Sales Tax Registrations & on the active tax payer list of FBR.
3. Tender Documents having specifications and terms & conditions can be obtained free of cost through a written request from the office of the undersigned on any working day (from Monday to Friday) during working hours. Tenders received through any other mode / addressed to any other person will not be entertained.
4. Sealed bids are required to be delivered to the office of the undersigned as per the above mentioned time schedule. Bids will also be opened as per above mentioned time schedule in the presence of the bidders or their authorized representatives, who may like to be present.
5. Bid should be accompanied by 2% (Two Percent) Earnest Money of the total quoted amount in shape of Pay Order/Bank Draft in favor of National Insurance Company Limited, Karachi.
6. Price Quoted should be inclusive of GST/SST and all other applicable Taxes.

7. Quoted rates must be valid for a period of 90 days from the date of tender opening.
8. Conditional, Multi Optional Quotations will not be accepted.
9. 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.

Head of Department
Real Estate
5th Floor, NIC Building
Abbasi Shaheed Road, Karachi
Phone No. 021-99225238
PABX No. 021-99225741-49 (Ext-6501)

NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)



TENDER DOCUMENTS

FOR HIRING A FIRM FOR RODENT, TERMITE, FUMIGATION/PEST CONTROL SERVICES AT NICL'S SELF OCCUPIED AREAS OF NICL BUILDING KARACHI

TENDER OPENING DATE: 02 - 03 - 2023

Issued to: _____

NICL Receipt Number: _____ Dated: _____

NATIONAL INSURANCE COMPANY LIMITED
(OWNED BY THE GOVERNMENT OF PAKISTAN)
REAL ESTATE DEPARTMENT

BID APPLICATION FORM

Name of FIRM / BIDDER : _____

Name of the Owner of the Firm : _____

CNIC Number : _____

Company NTN Number : _____

Company GST Number : _____

Date of Company Enlistment / Incorporation : _____

Address of Bidder : _____

Business Telephone : _____

Business Cell phone : _____

Bid Price in Figure : Pak Rupees Rs. _____

Bid Price in Words : Pak Rupees. _____
_____ Only.

Earnest Money 2% in Figures : _____
_____ Only.

Pay Order / Bank Draft Number : _____

Name of the Bank : _____

Date of Bid Submission : __ . __ .2022

Time of Bid Submission : 11:00 AM

Submitted to : General Manager (Real Estate Department)
5rd Floor NIC Building, Abbassi Shaheed Road , Karachi

Date of Opening of Bids : __ . __ .2022

Time of Opening of Bids : 11:30 AM

Place of Opening of Bids : Board Room 4th Floor NIC Building Karachi

- Documents attached with Form : 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. Other if Any _____

Interested **Survey Firms /Surveyors** should submit complete profile portfolio covering the follows:

- Bidders should submit their proposals / Bids under Single Stage – One Envelope Procedure. The envelope should clearly be marked as “**Bid/Proposal**” for **Rodent, Termite, fumigation/Pest control services**” at NICL’s self occupied area of the NICL Building, Karachi.
- Full name with location of Head Office / Branch Office of firm along with postal address. Telephone, fax, email, details of organizational / administrative setup and local offices in Karachi.
- An Affidavit that the firm has not been blacklisted by any government / autonomous agency.
- NICL shall disqualify a firm / contractor if it finds at any time that the information submitted by the firm or contractor concerning its qualification was false and materially inaccurate.
- Bids received by Fax or email shall not be accepted.
- Tender without Earnest Money will not be entertained and rejected thereof.
- The firm should have at least 05 years experience in relevant field.
- All offers should be valid for 90 (Ninety) calendar days from the date of Tender Openings.
- Tender Specifications attached as “**Annexure A**”.
- Clarification if any on the technical requirement may be obtained through written inquiry from :-

General Manager (Real Estate)
National Insurance Company Limited
5th Floor, NIC Building,
Abbassi Shaheed Road,
Karachi

Note:

All the Documents submitted should be properly understandable/readable. Any unclear or non readable photocopy shall not be considered. Technical details should also be clearly readable otherwise will be rejected.

Following Term & Conditions are applicable:-

1. Sealed Tenders under are invited for providing for Rodent, Termite, Fumigation/Pest control Services at National Insurance Company Limited, at self occupied areas of NIC Building, Karachi should be reached on or before the specified deadline as published in advertisement.
2. Specification / Requirement of Services for NICL's self occupied areas of NIC Building, Karachi, i.e. Ground Floor (Basement), PBX Room & Reception area of 1st Floor, 2nd, 3rd, 4th (L/W), 5th, 6th (R/W) & 12th Floor.
 - i. Rodent control services regular basis.
 - ii. Termite, Fumigation/pest control services quarterly basis.
3. Only those contractors, firms and service provider of good repute have valid NTN & GST/SST Registration and on Active Tax Payers List of FBR /SRB (attach valid documentary evidence) are eligible to participate in the tender process.
4. Bids should be accompanied by 02% (Two Percent) Earnest Money of the respected quoted amount in shape of Pay Order/Bank Draft in favor of National Insurance Company Limited, Karachi.
5. Affidavit on Rs. 100/- that the firm is not previously black-listed by any Government/ Semi-Government or Private Organizations.
6. The firm should have minimum of (05) five years relevant experience and should have proper office at Karachi.
7. Those Firms and service providers who have been black listed by any organization shall not be eligible to participate in the bidding process.
8. Bid Price should be on the basis of total price of bid for one year including all applicable Taxes/Levies/GST/SST.
9. Payment shall be made subject to deduction of government taxes, after completion of work & production of the bill/GST invoices.
10. The bid amount shall be inclusive of all equipment/chemicals required to be used in Rodent Control Services.
11. The contract shall be made for a period of one year extendable for further period with an increase of 10% yearly by mutual consent.
12. NICL can terminate the contract anytime by giving one month's notice on unsatisfactory performance.
13. The contractor will have the right to cancel the contract by giving two months notice in advance.
14. The successful bidder shall depute at least (02) two person to visit the building daily for 4-5 hours to monitor/cleaning/refilling of the equipment placed for rodent control and other services.
15. Sealed bids (alongwith dully filled in form Annex-A) are required to be delivered to the office of the undersigned as per the time schedule given in advertisement. Bids will also be opened as per the time schedule in the presence of the bidders or their authorized representatives, who may like to be present.
16. Bids which are not accompanied by the documents at serial No 3,4 & 5 above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
17. The bid validity period will be 90 days starting from the last date of bid opening.
18. The proposal should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
19. Workmen safety in any case is the sole liability of the contractor. NICL will not be liable for any compensation.
20. In view of the public health the equipment must be harmless to human body especially pregnant women and heart peace makers.
21. Bid application form must be filled complete & properly, otherwise it will be considered as Non-Responsive.
22. Incorrect information of any sort shall make the firm liable for the debarring from this contract in NICL, even after award of the contract.
23. Copies of National Tax (NTN) & Sindh Sales Tax certificates should be attached.
24. The payment of all taxes is the responsibility of the bidder/ firm.
25. NICL shall disqualify a firm / contractor if it finds at any time that the information submitted by the firm or contractor concerning its qualification was false and materially inaccurate.

26. The bid contains less Earnest Money or without earnest money will not be entertained.
27. Pay-Order of the Earnest money will be released to unsuccessful bidders within 30 days after the award of contract to successful bidder and commencement of contract.
28. Earnest money of successful bidder will be retained as performance guarantee.
29. Bids received by Fax or email shall not be accepted.
30. Conditional, Multi Optional bids will not be accepted.
31. The bidders can visit the site between 1000 hrs to 1230 hrs. 1400 hrs to 1600 hrs. (from Monday to Friday) at NIC Building Abbasi Shaheed Road, Karachi.
32. NICL will deduct the applicable taxes while payment of the bills.
33. NICL may reject all bids at the time prior to the acceptance of a bid as per PPRA Rules – 2004.
34. The quoted rates shall remain valid for a period of 90 days from the date of tender opening.
35. Successful firm shall be bound to complete the task up to the satisfaction and the acceptance by the NICL.
36. Brief Company Profile, Book-lets and Brochures should be enclosed/ attached with the Tender documents.
37. Detail of similar service provided to other Government and Semi Govt. Departments during last two years.
38. Sealed Tender Forms duly completed should reach on or before the specified deadline.
39. The bidders shall be well reputed, well established firm (any evidence – if available).
40. No bidder 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 bid.
41. 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 Firm / Bidder

CNIC No. _____ (attach CNIC copy)

(Note: Please submit Company visiting card)

**Issued by: NICL Real Estate Deptt:
NICL (Head office – Karachi)**

(Company Stamp)

Head of Department – REAL ESTATE

NATIONAL INSURANCE COMPANY LIMITED 5th FLOOR NIC BUILDING, ABBASI SHAHEED ROAD, KARACHI
UAN: 111-642-642 LAND-LINE: 021-99225738 PABX: +92-21-99225741-50 (EXTENSION NUMBER – 6501)

NATIONAL INSURANCE COMPANY LIMITED
NIC Building, Karachi

FOR HIRING A FIRM FOR RODENT, TERMITE, FUMIGATION/PEST CONTROL SERVICES AT NICL'S SELF OCCUPIED AREAs OF NIC BUILDING KARACHI

Name of the Firm:

Address:

.....

Title of Work	Bid price (Rs.)	Earnest money 2% (Two percent) of the quoted Bid price
Specification / Requirement of Services for NICL's self occupied areas of NIC Building, Karachi, i.e. Ground Floor (Basement), PBX Room & Reception area of 1 st Floor, 2 nd , 3 rd , 4 th (L/W), 5 th , 6 th (R/W) & 12 th Floor. 1. Rodent control services regular basis. 2. Termite, Fumigation/pest control services quarterly basis.	Rs. _____	Rs. _____

Rates may be Quoted below:

Descriptions	Amount (Rs.)
Quoted amount in Figures	
Add any Government Taxes (if any)	
Total Quoted Amount	Rs.

Total Quoted Amount in words:- Rupees _____

Note:

- 1) It would be in the benefit of interested firm/parties to visit the site and examine the Building before quoting their bids.

Authorized Signature with Stamp and

Name (.....)

NATIONAL INSURANCE COMPANY LIMITED
NIC Building, Karachi

Check list of documents
 (To be filled by the Contractor)

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No.	Yes <input type="checkbox"/> No <input type="checkbox"/>
National/Income Tax No. (attached documentary evidence)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Banker's Name & Contact Details	
No of Years of Experience related to similar assignment	
Whether Bank Pay Order as Earnest Money @ 2% of the total value of Bid is enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>
No of Assignments in Hand (Current) (Please attach documentary evidence)	
Managerial/Technical Capability (Attach as separate Annexure, if necessary)	
No of Clients (Attach list)	
Affidavit on Stamp Paper (that the firm has not been blacklisted by private, Govt., Semi Govt. or Autonomous Body)	
Contact Person Date: _____	_____ Name & Designation _____ Authorized Signature