



**NATIONAL INSURANCE COMPANY LIMITED
GOVERNMENT OF PAKISTAN**

Say No to Corruption

**PREQUALIFICATION OF LIFTS
MAINTENANCE SERVICE
CONTRACTORS FOR NICL
BUILDING ISLAMABAD**

National Insurance Company Limited (NICL) working under the Administrative Control of Ministry of Commerce and owned by the Government of Pakistan, invites Sealed Application for Prequalification for Lift Maintenance Services Contractor of Good repute having vast experience in the related fields, especially in high rise building. Technically and financially capable firms having adequate managerial capabilities are invited to submit separate applications.

1	<u>Lifts Maintenance Services for NICL Building Islamabad.</u>
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The firms may visit the site before submitting pre-qualification proposals. The pre-qualified firms shall be entitled to participate in the further proceedings. All participating firms will be communicated in writing whether, they are pre-qualified or not. Applications on prescribed pre-qualification documents along with required documents/details must reach in the office of Chief Manager (Procurement), Islamabad on or before the **8th of March 2023** on or before **11:00 A.M.**, which will be opened on the **8th of March 2023** at **11:30 A.M.** on the same day in the presence of Tender Opening Committee & participants or their representatives who may like to be present.

The Pre-qualification documents can be obtained free of cost, during the working hours (9:30 A.M to 5:00 P.M) from the undersigned's office or from **Mr. Imran Ahmad, Manager-Real Estate, 14th Floor, NIC Building, 63-Jinnah Avenue, Islamabad, Tel:051-9100363-2800221.**

CHIEF MANAGER (PROCUREMENT)
National Insurance Company Limited
14th Floor, NICL Building, 63 JINNAH AVENUE, ISLAMABAD.
Phone: 051-2800221

NATIONAL INSURANCE COMPANY LIMITED

Real Estate Department (North Zone), Islamabad

General information regarding pre-qualification of Security Services and Lift maintenance contractors

Please provide the foregoing information so that National Insurance Company Limited (NICL) may evaluate your firm's qualifications, reputation, experience and finances to determine whether your firm will be placed on list of pr-Qualification supplies in relevant field.

1. Company Name.
2. Abbreviated name if any.
3. type of company (enclose registration copy)
 - Private limited
 - Public limited
 - Sole proprietor
 - Joint venture
 - Partnership
 - Manufacturer
 - Authorized distributor
 - Service providers
 - Reseller
 - Others (Please specify)
4. Registered Office
 - Address
 - Telephone, fax, e-mail
 - Date of formation
 - NTN /GST Registration (please attached copy of NTN and GST registration certificates, active taxpayers)
5. Trading office (if different from above address)
6. Number of Contract in hand and executed since establishment of Firm.
7. Indicate details of your experience including the names of addresses of clients and client's agents (please attach performance certificates).

Cont'd...P/2

8. Company turnover last three years (year wise audited report)
9. Company's net worth.
10. Details of regular employees, their quantification, and experiences.
 - total
 - administration
 - managerial
 - technical
 - operative
11. Details of tools test equipment / plants owned by company.
 - Type of tools and held quantity.
 - Type of test equipments and held quantity.
 - Number and Nature of workshop owned with location.
 - Number and types of plants held.
12. Affidavit on stamp paper worth of Rs. 100/- (duly attested by oath commissioners) that the company never blacklisted by any govt./private department.
13. Mandatory requirement for Lifts Maintenance and Security Services (as applicably).
 - Authorization of PEC to carryout respective category of works.
 - SECP Registration.
 - EOBI/Group Insurance
14. Evaluation criteria/guideline is attached for the information of all participating firms. Firms which will be declared pre-qualified for specific services will be provided with tender documents and asked to bid for specific services.
15. The bidders are required to provide copy of CNICs of the owner/s for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.

NATIONAL INSURANCE COMPANY LIMITED

TECHNICAL EVALUATION SHEET FOR LIFTS MAINTENANCE SERVICES

- Each portion of Section-A is mandatory.
- Bidders failing in mandatory requirements (Section-A) shall be deemed as **TECHNICALLY NON-RESPONSIVE OR DISQUALIFIED**.
- Bidders passing in Section-A, are required to get at least 70% marks in Section –B to become **TECHNICALLY RESPONSIVE OR QUALIFIED**.
- Bidders failing to get at least 70% marks in Section-B shall be deemed as **TECHNICALLY NON-RESPONSIVE OR DISQUALIFIED**.

SECTION –A

Sr. No.	Description	yes	No.
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan (Provide the copy (s) as an evidence)		
2	Valid Registration with NTN/valid Sales Tax Registration/Valid Income Tax Registration (Status+ Active with FBR) (Provide the copy (s) as an evidence)		
3	Authorized PEC Registration to carryout respective category of works.		
4	Submission of undertaking on Rs. 100/- legal valid and attested stamp paper that the firm is NOT Blacklisted by any of the Provisional or Federal Government Department or Autonomous Body or Private Sector Organizations anywhere in Pakistan.		
5	Certificate on stamp paper of Rs. 100/- that the Company has not been issued more than two times warnings from their contractor Company/Organization for poor/Bad performance.		
6	Submission of copy CNICs of the owner/s for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.		
7	All pages of the bidding documents have been signed and stamped by the bidder and agreed to execute the work accordingly.		
8.	Please provide list of Tools, Equipment, and workshop.		

If any of the above becomes “No” the bidder shall be deemed as technically **Non-Responsive** hence disqualified.

SECTION -B

1	<u>Experience in High rise building</u>	a. b. c. d.	Over 10 years 7 to 10 years 3 to 6 years Below 2 years	20 15 5 0	20
2	<u>Number of Contracts in High rise building</u> (executed & in hand)	a. b. c. d.	10 and above 06 – 09 03 – 05 Below 3	20 15 10 5	20
3	<u>Number of Employees</u> (Present Strength)	a. b. c. d.	150 and above 100 to 149 50 to99 Below 50	20 15 10 5	20
4	Staff trained on LG Lifts		1 mark for each person	10	10
5	<u>Annual Turn over</u> (Last three years)	a. b. c. d.	Rs. 15 Million & above Rs. 11 – 15 Million Rs. 07 - 11 Million Below Rs.07 Million	20 15 10 5	20
6	<u>Tools & Equipment and Services held.</u>	a. b. c. D	Over 2 million 1.5 to 2 million 1 to 1.5 million Below 1 million	20 15 10 05	20
7	<u>Certificate/Registration</u>	a. b	Social benefits for staff such as EOBI, Social Security, Insurance and Medical Cover. A defined periodic training and recruitment program of the company. How frequent are trained.	05 10	10
	<u>Total Marks</u>				120

Note:

- Qualifying marks= 70%

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