



National Insurance Company Limited
Government of Pakistan
Say No to Corruption

**INVITATION OF BIDS FOR
PRE-QUALIFICATION**

PREQUALIFICATION OF SUPPLIERS OF HP LASER JET PRINTER TONERS

TENDER REF. NO: NICL/TENDER/IT/2023-3

National Insurance Company Limited, Ministry of Commerce, Government of Pakistan, invites sealed bids for prequalification of suppliers for the supply of HP Toners for HP LaserJet Printers. The bidders must be HP Authorized Partner/Reseller and must have registered sales offices with stores in any of the following cities:

- i. **Karachi**
- ii. **Lahore**
- iii. **Islamabad**

Title of Work	Security (Rs.)
<u>SCOPE OF WORK.</u>	
a) Supply of HP toners for HP Laser Jet Printers.	Rs.5,000/-

The sealed / stamped envelope containing Bids/Proposal should clearly be marked as

“BID FOR PREQUALIFICATION OF SUPPLIERS OF HP LASER JET PRINTER TONERS”

The amount of earnest Money for the above bid/proposal is **Rs.5,000/-** in the form of bank draft / pay order in favor of National Insurance Company Limited and bid/proposal validity period shall be three (03) months, starting from the last date of bid/proposal submission.

Sealed Bids should be dropped in the IT Department by **22nd March 3:00 PM**, which will be opened on the same day at **3:30 pm** in the presence of the Tender Opening Committee & representative of the bidders 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**

IT Department
5th Floor, NICL Building, Abassi Shaheed Road,
Karachi, Pakistan, 74400
Tel: 021-99026513
Email: it@nicl.com.pk

1. NICL intends to invite proposals/bids from authorized HP Partner for the supply of HP toners for HP Laser Jet Printers. The bidder must be HP Authorized Partner/Reseller and must have registered sales offices with stores in any of the following cities:
 - i. Karachi
 - ii. Lahore
 - iii. Islamabad
2. All the bidding documents must be signed and stamped by the authorized person.
3. The eligible participants of the tender will be placed on NICL's panel to provide the said required services to the NICL officials as and when required basis based on PPRA rules.
4. Tender Documents can be downloaded from websites of PPRA www.ppra.org.pk & NICL www.nicl.com.pk
5. Tender will be conducted under National Competitive Bidding pursuant to 'Single stage Single Envelope' 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.
6. The firm should be registered with Income Tax; Sales Tax Departments & should appear on Active Taxpayers List (ATL) of FBR/SBR. (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
7. 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/-.
8. The participants of the tender shall be required to submit a Pay Order for a sum equivalent to Rs.5,000/- as Security in favor of National Insurance Company Limited to be attached with the proposal.
9. Security shall be returned/released to the unsuccessful participants of the tender(s) once this process has been completed/finalized.
10. Sealed proposals are required to be delivered at office of the undersigned on or before **22nd March 2023 3:00 pm**
11. The Bid Opening Committee of NICL shall open the proposals, on **22nd March 2023 3:30 pm** in the presence of the authorized representatives, who may like to be present.
12. Only one authorized representative per participants of the tender will be allowed to attend the opening of bids.
13. Payment will be made only after satisfactory completion of work in 30 days after the receipt of original invoice.
14. The pre-qualified agents must be financially sound to be willing to do business on credit basis for at least 30 days.
15. Payment will be made subject to the deduction of government taxes, after completion of work & production of the Bill/GST invoices.
16. The proposals should not have any over-writing or cutting. Bids with any of the defects will not be considered.

17. NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposals.
18. 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.
19. The Prequalified HP Authorized Partner/Reseller will be issued a Letter of Enlistment initially, for period of two (02) years, however the said term can be extended for a further period of one (01) year with mutual consent of parties. The participants of the tender shall abide by all terms and conditions stipulated therein.
20. 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.
21. The services will be procured based on “AS AND WHEN REQUIRED”.
22. NICL requires that participants of the tender under their contracts to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy following terms are defined as hereunder:
 - a. “Corrupt practice” includes offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
 - b. “Fraudulent practice” includes any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
 - c. “Coercive practice” includes impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

ANNEX-I

NATIONAL INSURANCE COMPANY LIMITED

FINANCIAL PROPOSAL

PRE-QUALIFICATION OF SUPPLERS OF HP TONERS FOR HP LASER JET PRINTERS

Name of the Firm:Address:

.....

Title of Work	Bid Security (Rs.)
<u>SCOPE OF WORK.</u> a) Supply of HP toners for HP Laser Jet Printers.	Rs.5,000/-

Authorized Signature with Stamp and

Name: (.....)

BID EVALUATION CRITERIA

Participants of the tender failing in mandatory requirements will be disqualified with the following being basis of evaluation for prequalification.

SECTION –A

S.NO	Parameters	Yes	No
1.	Registered office and store in Karachi or Lahore or Islamabad (Attach Evidence & Provide Complete address)		
2.	At least three (3) years' total experience (Attach letter of incorporation)		
3.	HP Authorized Partner/Reseller (Attach partnership letter and manufacturer authorization letter to participate in this prequalification tender issued by HP)		
4.	At least three contracts/purchase orders for supply of HP Toners to clients in Pakistan. (Attach copies of relevant past work orders)		
5.	Income Tax/Sale Tax registration (Attach copy of FBR registration and NTN Certificate)		
6.	Bid Security. (Attach pay order of Rs 5,000 in favor of National Insurance Company Limited)		
7.	Not blacklisted by any federal government organization (Attach signed affidavit on Rs. 100/- stamp paper as declaration)		
8.	Provided duly signed and stamped bidding documents to ensure acceptance and compliance to the requirements of the document.		

SECTION -B

RATING SUMMARY

NAME OF BIDDER: _____

ADDRESS: _____

Tel. No. _____ **Fax** _____ **E Mail** _____

ADDITIONAL NOTES / REMARKS:
