



**National Insurance Company Limited**  
**Government of Pakistan**  
**Say No to Corruption**  
**NTN: 0711319-6**

**INVITATION OF BIDS**

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FLAP BARRIER WITH ASSOCIATED EQUIPMENT & SERVICE AT NICL BUILDING, KARACHI.**

1. National Insurance Company Limited, Ministry of Commerce, Government of Pakistan, invites sealed Bids from reputed firms/companies/contractors having valid NTN & GST/ PEC Registration and are on Active Taxpayers list of FBR /SBR and are fulfilling all legal criteria of registration for Tenders/Quotations may participate in the tender for “**Supply, Installation, Testing and Commissioning of Flap Barrier with Associated Equipment & Services**” at NICL Building Karachi.

<b>Title of Work</b>	<b>Bid Security (Rs.)</b>
<b><u>SCOPE OF WORK.</u></b> a) Provision & Supply of Flap Barriers Bi-Directional (1 Sets of 2 Lanes) b) Provision & Supply of Flap Barriers Flap barrier Bi-Directional (2 Sets of 2 Lanes) c) Installing, Testing & Commissioning of Flap barriers. d) Successful bidder shall provide schedule for installation and commissioning for this entire work along with clear timelines. e) Chromed Solid Steel Grill. f) Any other work required.	02% (Two percent) of the quoted bid price

2. The sealed / stamped envelope containing Bids should clearly be marked with the “**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FLAP BARRIER WITH ASSOCIATED EQUIPMENT & SERVICES**”. The amount of earnest Money for the above bid is **02%** of whole amount payable in the form of bank draft / pay order in favor of National Insurance Company Limited and bid validity period will be three (03) months, starting from the last date of bid submission.

3. Bidding will be conducted under National Competitive Bidding pursuant to ‘Single stage two envelopes procedure, a bid shall comprise of single package containing two separate envelopes, as per Rule 36(b) of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR 2004 that meet the following minimum eligibility/qualification criteria:

- Bidders must be authorized by their OEM(s) specifically for this procurement.
- The offered product(s) must have been installed at minimum 3 verifiable organizations in Pakistan during last 3 years
- Bidder must provide relevant work orders with the bidding documents.
- Bidder must have Annual Sales Volume/Gross Turnover of at least 3 million rupees, in any of last three (03) years.

4. Sealed Bids should be dropped in the Tender Box in the office of the undersigned on or before Date **31-5-2023 time 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.

5. Bidding Documents can be downloaded from websites of PPRA [www.ppra.org.pk](http://www.ppra.org.pk) & NICL [www.nicl.com.pk](http://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.

6. Late or unsealed Proposal will not be entertained. Price quoted should be in PKR inclusive of GST/SST and all other applicable Taxes.

**ACT CHIEF MANAGER**  
**REAL ESTATE DEPARTMENT**  
**5th Floor, NIC Building Abbasi Shaheed Road, Karachi**  
**Phone No. 021-99225238 PABX No. 021-99225741-49 Ext-6501**



## **BID APPLICATION FORM**

Name of FIRM/BIDDER: \_\_\_\_\_

Name of Owner or Principal Office of the Firm \_\_\_\_\_

CNIC Number \_\_\_\_\_ (attach copy)

Company/Firm NTN No. \_\_\_\_\_ (attach copy)

Company/ Firm GST, SRB & PEC Registration \_\_\_\_\_ (attach copy)

Date of Company Enlistment/Incorporation date \_\_\_\_\_ (attach copy)

Address of Bidder/Firm \_\_\_\_\_

Business Telephone \_\_\_\_\_

Business Cell Phone \_\_\_\_\_

Bid price in Figure: \_\_\_\_\_ Pak Rs. \_\_\_\_\_

Bid Price in Words: \_\_\_\_\_ Pak Rs. \_\_\_\_\_

Earnest Money 2% in Figure Rs. \_\_\_\_\_

Earnest money 2% in words Rupees: \_\_\_\_\_

Pay order/Bank Draft Number: \_\_\_\_\_ Date: \_\_\_\_\_ (attach original with two copies)

Name of the Bank: \_\_\_\_\_

Date of Bid Submission: \_\_\_\_\_

Time of Bid Submission: \_\_\_\_\_

Date of Opening Bids: \_\_\_\_\_

Time of Opening Bids: \_\_\_\_\_

**LIST OF DOCUMENTS**  
**(TO BE FILLED BY THE BIDDER)**

Name of the firm:		
Address:		
(Telephone, Fax & email)		
Year of Establishment	Yes	No
Sales tax registration No		
(attach documentary evidence)		
Sales tax registration No		
(attach documentary evidence)		
Banker's Name and Contact Details:		
No of year of experience related to similar assignment, projects completed (Document Attached)		
Whether Bank pay order as Earnest Money @2% of the total value of bid is enclosed	Yes	No
Number of Assignments in Hand (current) (attach documentary evidence)		
Number of Clients: (attached list)		
Affidavit on Rs. 100/- Stamp Paper	Yes	No
(That the firm has not been blacklisted by Private, Govt., Semi Govt., or Autonomous body)		
Contact Person:		
Date: _____		
----- Name & Designation		
_____ Authorized Signature & Stamp		

**LIST DOWN THE DOCUMENTS ATTACHED WITH BIDDING FORM:**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 Other if any (Kindly Specify)

**TECHNICAL SPECIFICATION**

Package(S)	S.No.	Description of Equipment	Quantity
Package	I	<b>FLAP BARRIER FOR TOTAL 6LANES</b>	3
		<b>1 Sets of 2 Bi-Directional</b>	
		1 Left Aisle, 1 Middle Aisle and 1 Right Aisle	
		<b>2 Sets of 2 Lanes Bi-Directional</b>	
		1 Left Aisle, 1 Middle Aisle and 1 Right Aisle	
		<b>TECHNICAL SPECIFICATION:</b>	
		Material: SS-304 Grade	
		<b>DESCRIPTION PARAMETERS:</b>	
		Lane Width Lane Width 1400 X 300 X 990 Pass Width 550mm	
		Flap Body: Acrylic	
		Pass Speed 30-60 persons/min (RFID Card) Power supply AC220V/110V,50/60Hz, Sensor Pairs 5	
		Max Power Consumption 50WDC 24V (Drive Board)	
		PLC Based Panel with DC Brushed Motor with battery drive in case of power failure with minimum back up of (3) Two Hour.	
		Opening time 0.4S	
	Service Life 5,000,000 Cycles		
Warranty 5 Years Mechanical Warranty with Parts and 5 Years Electrical Warranty including Free Service Charges			
Plan 125 KHz RFID Cards, Quantity 3000			
IV	Origin: China or equivalent RFID Access Control Terminal	12	
V	Network switches -8 (TP-Link or Equivalent)	As Per Requirement	
VI	Cable Cat6 3M/Schneider or equivalent	As Per Requirement	
VII	Duct Patti	As Per Requirement	
VIII	Flexible Pipe	As Per Requirement	
X	Chromed Solid Steel Grill	As Per Requirement	
XI	Installation and Commissioning	Job	

**Note: All Participating bidders are required to visit the NICL Building Karachi to get the desired requirements regarding the S.No V to XI. The bidders not complying shall be disqualified.**

## TERMS & CONDITIONS

1. NICL intends to invite bids from well reputed company/firm for Supply, Installation, Testing and Commissioning of Flap Barrier with Associated Equipment & Services at NICL Building Karachi.
2. Full Name with location of Head Office / Branch Office of the firm along with postal address, Telephone fax, email, details of organizational/administrative setup and local office in Karachi may be provided with the bidding documents.
3. Bidding Documents can be downloaded from websites of PPR [www.ppra.org.pk](http://www.ppra.org.pk) & NICL [www.nicl.com.pk](http://www.nicl.com.pk) or can be obtained free of cost from the office of the undersigned.
4. Bidding will be conducted under National Competitive Bidding pursuant to ‘Single stage two envelopes procedure, a bid shall comprise of single package containing two separate envelopes, as per Rule 36(b) of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR 2004 that meet the following minimum eligibility/qualification criteria:
  - a. Bidders must be authorized by their OEM(s) specifically for this procurement.
  - b. The offered product(s) must have been installed at minimum 3 verifiable organizations in Pakistan during last 3 years
  - c. Bidder must provide relevant work orders with the bidding documents.
  - d. Bidder must have Annual Sales Volume/Gross Turnover of at least 3 million rupees, in any of last three (03) years.
5. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion. Initially, only the envelope marked “TECHNIACL PROPOSAL” shall be opened.
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 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 time (time Shall be informed the bidders in writing) within the bid validity period open the “FINANCIAL PROPOSAL” publicly in front of company/firm or their authorized representatives, who may like to be present, of the technically qualified bidders.
10. The “FINANCIAL PROPOSAL” of bidders found technically nonresponsive shall be returned unopened to the respective bidders.

11. The Eligible Bidders (Tax Compliance) Regulations, 2015, 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).
12. 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).
13. The Eligible Bidders should have valid PEC Registration.
14. 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/-**.
15. The bidder shall be required to submit a Pay Order for a sum equivalent to **2%** of the total value of the bid as Bid Security in favor of National Insurance Company Limited, payable at Islamabad.
16. Earnest money of successful bidder will be retained as performance guarantee.
17. Bid Security/Earnest Money shall be returned/released to the unsuccessful participants of the tender(s) once this process has been completed/finalized.
18. Bid price should be on the basis of total price of bid including all applicable Taxes/ Levies/GST/SST.
19. Bids, which are not accompanied by the documents at serial no. 2, 9, 11, 12 & 13 above, shall be declared non-responsive and their financial proposal will be returned unopened.
20. Sealed Bids are required to be delivered at office of the undersigned on or before **Date 31-5-2023 time 11.00 A.M.**
21. The Bid Opening Committee of NICL will open the quotation / bids, on the same day **Date 31-5-2023 time 11.30 A.M** in the presence of the bidders or their authorized representatives, who may like to be present.
22. The job is Supply, Installation, Testing and Commissioning of Flap Barrier with complete timeline schedule (to be given by the bidder).
23. In case of any injury, fatal or otherwise, to the workers occurred during work, it will not be the liability of NICL.
24. All the workers provided by the contractor will be obligated to maintain decorum and non-compliance to which may result in imposition of penalty / fine on the contractor.
25. The entire financial liability in respect of machinery, workers deployed and other items shall be borne by the contractor and the office concerned will in no way be liable.
26. The contractor shall be solely responsible for redress of grievances or resolution of disputes relating to the deployed workers. NICL shall, in no way, be responsible for settlement of such issues whatsoever.

27. Accommodation and meals / refreshments for the workers would be the responsibility of the contractor.
28. The contractor shall ensure that adequate supervision of his workers be provided on site at all time during the progress of the works.
29. The contractor shall confine his workmen strictly within the areas of work involved and work must be carried out with the minimum of noise and no nuisance in any form should be created.
30. 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.
31. Only one authorized representative per bidder will be allowed to attend the opening of bids.
32. Payment will be made only after satisfactory completion of work and submission of completion certificate.
33. Payment will be made subject to the deduction of government taxes, after completion of work & production of the Bill/GST invoices.
34. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects will not be considered.
35. The site can be visited on any working day between 09:00 AM to 12:30 PM.
36. 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 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.
37. 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 in written that do not change the substance of the proposal.
38. Bids which are incomplete, not sealed, or late or submitted by other than specified manner shall be returned un-opened.
39. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects will not be considered.
40. Each paper of Tender Document should be signed& stamped by an authorized person of the firm.
41. The bids received by fax or e-mail shall not be accepted.
42. The entire financial liability in respect of Supply, Installation, Testing and Commissioning of Flap Barrier with associated equipment & services at NICL Building Karachi as mentioned in the scope of work would be the sole responsibility of the selected company/firm.



43. 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.
44. The pre-qualified firm/company must be financially sound to be willing to do business on a credit basis. The payment would be made after the satisfactory completion of work.
45. NICTL may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. NICTL 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.
46. NICTL shall disqualify a firm if it finds at any time that the information submitted by the firm concerning its qualification was false and materially inaccurate.
47. The participants of the tender shall bear all costs associated with the preparation and submission of their respective Proposals and NICTL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification/enlistment process.
48. 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.
49. NICTL may reject any or all proposals at any time prior to its acceptance.
50. NICTL requires that participants of the tender under their contracts 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.
51. In case the first lowest pre-qualified bidder fails to provide the required services or NICTL is not satisfied with the provided services, NICTL 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 NICTL is not satisfied with the provided services, the NICTL reserves the right to obtain the services from third lowest bidder.
52. All offers should be valid for 90 (Ninety) calendar days from the date of opening of Tender.
53. All material/ parts required to complete the above task in a satisfactory manner will be arranged by the Successful Firm/Company/Contractor. However, the cost of the same may be included in the financial proposal.
54. The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative,

and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by NICL prior to the opening of bids.

55. No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section.
56. The pre-qualified firm/company must be financially sound to be willing to do business on a credit basis. The payment would be made after the satisfactory completion of work.
57. NICL shall disqualify a firm / contractor if it finds at any time that the information submitted by the firm concerning its qualification was false and materially inaccurate.
58. The following actions of the NICL shall not be subject to the appeal or review:
  - a. Selection method adopted by the NICL; [PPRA Rule]
  - b. Decision by the NICL under Invitation to Bid (ITB) section [PPRA Rule]

# NATIONAL INSURANCE COMPANY LIMITED

5<sup>th</sup>Floor, NIC Building Abbasi Shaheed Road, Karachi  
Phone No. 021-99225238 PABX No. 021-99225741-49 Ext-6501

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## FINANCIAL PROPOSAL

### SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FLAP BARRIER

Name of the Firm: .....Address: .....

.....

Title of Work	Bid Security (Rs.)
<b><u>SCOPE OF WORK.</u></b> a) Provision & Supply of Flap Barriers Bi-Directional (1 Sets of 2 Lanes) b) Provision & Supply of Flap Barriers Flap barrier Bi-Directional (2 Sets of 2 Lanes) c) Installing, Testing & Commissioning of Flap barriers. d) Successful bidder shall provide schedule for installation and commissioning for this entire work along with clear timelines. e) Chromed Solid Steel Grill. a) Any other work required.	02% (Two percent) of the quoted bid price

#### Rates may be quoted below:

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

Total Quoted 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**

- ❖ Contractors/Bidder failing in mandatory requirements will be disqualified.
- ❖ Successful Bidders must obtaining equal to above 80% marks.
- ❖ Contractors/Bidder obtaining less than 50% marks in any section of the evaluation criteria shall not be qualified.
- ❖ The following factors have been considered as the basis of evaluation:

### **SECTION –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. PEC Registration (Please provide copy of PEC Registration)		
2	Contractor 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.		
4.	Visit Report to be furnished by the bidder duly verified by the concerned officials of NICL.		

**SECTION -B**

**RATING SUMMARY**

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Tel. No.** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E Mail** \_\_\_\_\_

S. No.	DESCRIPTION	RATING	
		MAX. (%)	OBTAINED
1	Status of the Firm & General Requirements	20	
2	References and Past Experiences	60	
3	Capabilities and Physical Demonstration	20	
	Total	100	

**ADDITIONAL NOTES / REMARKS:**

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## 1. STATUS OF FIRM AND GENERAL REQUIREMENTS

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

## 2. REFERENCES AND PAST EXPERIENCES

Sr.	DESCRIPTION	%	MAX	OBTAINED
2.1	<p><b>Total work Experience</b></p> <p><input type="checkbox"/> Above 10 years  <input type="checkbox"/> B/w 5-10 years  <input type="checkbox"/> B/w 1-4 years  <input type="checkbox"/> Less than 1 year</p> <p><i>(Please provide copies of work orders and other related documents)</i></p>	100% 75% 50% 0%	20	
2.2	<p><b>Clientele (Submit list of projects particularly relevant jobs)</b></p> <p><input type="checkbox"/> Government Sector  <input type="checkbox"/> Private Sector  <input type="checkbox"/> Others</p>	100% 75% 50%	20	
2.3	<p><b>Number of Relevant jobs handled in last 3 years</b></p> <p><input type="checkbox"/> More than 8  <input type="checkbox"/> From 5 - 8  <input type="checkbox"/> From 2 - 5  <input type="checkbox"/> Less than 2</p> <p><i>(Please provide work orders and other documents as evidence)</i></p>	100% 75% 50% 0%	10	
2.4	<p><b>Experience of relevant jobs</b></p> <p><input type="checkbox"/> More than 5 years  <input type="checkbox"/> B/w 2-5 years  <input type="checkbox"/> B/w 1-2 years  <input type="checkbox"/> Less than 1 year</p> <p><i>(Please provide copies of work orders and other related documents)</i></p>	100% 75% 50% 0%	10	
	<b>TOTAL</b>		<b>60</b>	

### **3. CAPABILITIES AND PHYSICAL DEMONSTRATION**

<b>Sr.</b>	<b>DESCRIPTION</b>	<b>%</b>	<b>MAX</b>	<b>OBTAINED</b>
3	<b>Supplier has provided company profile with qualification of key technical staff and details of office setups</b>  <input type="checkbox"/> Provided all three details. <input type="checkbox"/> Provided any two <input type="checkbox"/> Nothing Provided	100% 50% 0%	20	
	<b>TOTAL</b>		<b>20</b>	

**ACT CHIEF MANAGER  
REAL ESTATE DEPARTMENT  
5th Floor, NIC Building Abbasi Shaheed Road, Karachi  
Phone No. 021-99225238 PABX No. 021-99225741-49 Ext-6501**