



**SAY NO TO CORRUPTION
NATIONAL INSURANCE COMPANY LIMITED
OWNED BY GOVERNMENT OF PAKISTAN
(REF NO: NICL/TENDER/RE/2023)**

NTN:0711319-6

Registered Address: NICL BUILDING, ABBASSI SHAHEED RAOD,
P.O. BOX NO. 10506, KARACHI- 74400

UAN: 111-642-642: 021-99225238 PABX: +92-21-99225741-50 (EXT-6508 & 650)

website: www.nicl.com.pk

**INVITATION OF BIDS FOR THE PARTITION/ ADDITION/NEW ROOMS AT
2ND& 3RDFLOOR OF 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 the development of partition/addition/new rooms at 2nd & 3rd floor of NICL building, Karachi.

Title of Work	Bid Security (Rs.)
<u>SCOPE OF WORK.</u> Partition/Addition/New rooms at 2nd & 3rd floor of NICL Building, Karachi.	2% of the Total Annual Bid Amount

<u>Last Date & Time for Submission of Bids</u>	<u>Date & Time for Opening of Bids</u>
30-05-2023 at 11:00 A.M	30-05-2023 at 11:30 A.M

2. The Sealed bids/tenders, Clearly Marked as **“INVITATION OF BIDS FOR THE DEVELOPMENT OF PARTITION / ADDITION/NEW ROOMS AT 2ND& 3RDFLOOR OF NICL BUILDING, KARACHI”** are invited from firms of good repute having valid Income Tax, GST/SST & PEC Registration and Certificates (must be on the active list of taxpayers) as per PPRA Rules.
3. Tender documents having the terms/conditions, Technical Evaluation Criteria, BOQ along with the detailed scope of work & drawings for the task can be obtained free of cost through written request from the office of the undersigned, while terms/conditions, Technical Evaluation Criteria can be download free of cost from websites of PPRA www.ppra.org.pk & NICL www.nicl.com.pk.
4. Tender will be conducted under National Competitive Bidding pursuant to ***‘Single stage two envelopes procedure’*** as per Rule 36(b) 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 minimum eligibility/qualification criteria.
5. The proposal in sealed envelope should be submitted to the undersigned on or before the above-mentioned date and time. The Sealed proposal will be opened by the tender opening committee on the given date and time in the presence of bidders or their representative who may like to be present.
6. Each Financial bid should be accompanied by **2% (Two Percent) Earnest Money** of the respected quoted amount in shape of Pay Order/Bank Draft in favor of **“National Insurance Company Limited”**.
7. Late or unsealed Proposal will not be entertained. Price quoted should be in PKR inclusive of GST/SST and all other applicable Taxes.

**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, PEC, SRB 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: _____

ANNEX – A
LIST OF DOCUMENTS
(TO BE FILLED BY THE CONTRACTOR)

Name of the firm:		
Address:		
(Telephone, Fax & email)		
Year of Establishment	Yes	No
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)

TERMS & CONDITIONS

1. NICL intends to invite bids from well reputed company/firm for development of partition/addition/new rooms at 2nd & 3rd floor of 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. Tender documents having the terms/conditions, Technical Evaluation Criteria& BOQ along with the detailed scope of work, drawings for the task can be obtained free of cost through written request from the office of the undersigned, while terms/conditions, Technical Evaluation Criteria can be download free of cost from websites of PPRA www.ppra.org.pk& NICLwww.nicl.com.pk.
4. Tender will be conducted under National Competitive Bidding pursuant to '*Single stage two envelopes procedure*' as per Rule 36(b) 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.
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 un-opened 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 Eligible Bidders should have valid PEC Registration.
13. 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/-.
14. The participants of the tender shall be required to submit a Pay Order/Bank Draft for a sum equivalent to 2% of the bid amount as Security in favor of National Insurance Company Limited to be attached with the proposal. Bidding documents without earnest money would be rejected.

15. Earnest money of successful bidder will be retained as performance guarantee.
16. Bid price should be on the basis of total price of bid including all applicable Taxes/ Levies/GST/SST.
17. Security shall be returned/released to the unsuccessful participants of the tender(s) once this process has been completed/finalized.
18. Sealed proposals are required to be delivered to the office of the undersigned on or before **Date 30th of May 2023, time 11.00 A.M.**
19. The Bid Opening Committee of NICL shall open the technical proposals on **Date 30th of May 2023, at 11:30 A.M** in the presence of the company/firm or their authorized representatives, who may like to be present.
20. 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.
21. Bids which are incomplete, not sealed, or late or submitted by other than specified manner shall be returned un-opened.
22. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects will not be considered.
23. Each paper of Tender Document should be signed& stamped by an authorized person of the firm.
24. The bids received by fax or e-mail shall not be accepted.
25. Only one authorized representative per participant of the tender will be allowed to attend the bid opening session.
26. The entire financial liability in respect of installation of development of partition/addition/new rooms at 2nd & 3rd floor of NICL building, Karachi would be the sole responsibility of the selected company/firm.
27. 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.
28. 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.
29. Payment will be made subject to the deduction of government taxes, after completion of work & production of the Bill/GST invoices.
30. The site can be visited on any working day i.e., Monday to Friday between **09:00 AM to 5:00 PM.**
31. NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. 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.
32. NICL 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.

33. 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.
34. 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.
35. NICL may reject any or all proposals at any time prior to its acceptance.
36. NICL 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.
37. In case the first lowest pre-qualified bidder fails to provide the required services or NICL is not satisfied with the provided services, NICL reserves the right to obtain the services from Second lowest pre-qualified bidder. In case the second lowest pre-qualified bidder fails to provide the required services or NICL is not satisfied with the provided services, the NICL reserves the right to obtain the services from third lowest pre-qualified bidder.
38. All offers should be valid for 90 (Ninety) calendar days from the date of opening of Tender.
39. 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.
40. Conditional, Multi Optional bids will not be accepted.
41. Workmen safety in any case is the sole liability of the firm / Contractor. NICL will not be liable for any compensation.
42. Bid application form must be filled complete & properly, otherwise it will be considered as non-Responsive.
43. 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.
44. Clarification if any on the technical requirement may be obtained through written inquiry.
45. 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]

ANNEX-B

NATIONAL INSURANCE COMPANY LIMITED

NICL Building, Abbasi Shaheed Road, Karachi.

Phone: 021-111642642

FINANCIAL PROPOSAL

**INVITATION OF BIDS FOR THE DEVELOPMENT OF PARTITION/
ADDITION/NEW ROOMS AT 2ND & 3RD FLOOR OF NICL BUILDING,
KARACHI.**

Name of the Firm:Address:

.....

Title of Work	Bid Security (Rs.)
<u>SCOPE OF WORK.</u> Partition/Addition/New rooms at 2nd & 3rd floor of NICL Building, Karachi.	2% of the Total Annual Bid Amount

Authorized Signature with
Stamp and

Name: (.....)

NATIONAL INSURANCE COMPANY LIMITED

EVALUATION/ELIGIBILITY CRITERIA

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:

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) Valid License from SECP & PEC.		
2	Firm/company 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.	Must have an office in Karachi		

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:

1. STATUS OF FIRM AND GENERAL REQUIREMENTS:

Sr.	DESCRIPTION	%	MAX	OBTAINED
1.1	Type of Firm			
	<input type="checkbox"/> Public / Private Limited	100%	10	
	<input type="checkbox"/> Partnership	70%		
	<input type="checkbox"/> Proprietorship	30%		
	<input type="checkbox"/> None of the above	0%		
<i>(Please provide certificate of incorporation)</i>				
1.2	Number of Contracts currently in hand			
	<input type="checkbox"/> At least 03 contracts	100%	10	
	<input type="checkbox"/> At least 02 contracts	70%		
	<input type="checkbox"/> At least 01 contracts	30%		
	<input type="checkbox"/> Nil	0%		
<i>(Provide the copies of contracts with various organization)</i>				
	TOTAL		20	

2. REFERENCES AND PAST EXPERIENCES:

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

3. **CAPABILITIES AND PHYSICAL DEMONSTRATION:**

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

Terms & Conditions, specified in the Tender Document are fully understood and accepted and whereby agree to abide by and fulfill all the terms and conditions.

Name, Stamp &Signature of Authorized Representative of the Firm/ Bidder:

(Note: Please submit Company visiting card)

Issued by NICL Real Estate Dept. (Company Stamp) NICL (Head Office - Karachi)

Note:

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

**CHIEF MANAGER
REAL ESTATE DEPARTMENT
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Phone No. 021-99225238 PABX No. 021-99225741-49 Ext-6501**