

NATIONAL INSURANCE COMPANY LIMITED

(Owned by the Government of Pakistan)

NICL Building, Abbassi Shaheed Road, Karachi
Phone: 021-99026203, website: www.nicl.com.pk

PRE-QUALIFICATION NOTICE

FOR ENLISTMENT OF INSURANCE SURVEYORS ON THE PANEL OF NICL, SOUTH ZONE, KARACHI

1. National Insurance Company Limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under the Ministry of Commerce, intends to prequalify insurance surveyors for enlistment on the insurance surveyor panel of NICL South Zone, Karachi. All interested surveyors having Head office in Karachi/Hyderabad/Sukkur/Quetta or having branch offices in other provinces are encouraged to apply.
2. Application Form, terms & conditions along with checklist can be downloaded from the website of NICL (<https://nicl.com.pk> & Public Procurement Authority <https://ppra.org.pk> and can also be obtained free of cost from the office of undersigned on any working day (From Monday to Friday) during office hours (9:00am to 5:00pm).
3. Sealed/Stamped envelope clearly marked in bold and legible letters with "ENLISTMENT OF SURVEYORS" must reach at the given address by or before **Tuesday 30th May, 2023** up to 11:00 am. The applications will be opened on the same day at 11:30am sharp in the presence of available applicants or their duly authorized representatives who may like to be present at South Zone, NICL Building, 2nd floor, Abbassi Shaheed road, Karachi. Late or incomplete or non-compliant applications will not be entertained.
4. Only Income tax / Sales tax registered Survey Companies and which are registered with Securities and Exchange Commission of Pakistan (SECP) having valid licenses are eligible to participate/apply. They must not have been black listed at the time of submission of their application/form.
5. National Insurance Company Limited may reject any or all applications during the tendering process. However, the company may, upon request, communicate to any applicant who submitted an application, the grounds for rejection of an application as per company policy.

Zonal Head (South Zone)

National Insurance Company Limited

2nd Floor, NICL Building, Abbassi Shaheed Road, Karachi

Landline: 021-99026203, 021-99225876.

APPLICATION FORM

Name of Survey Company (in block letters): _____

Name of Owner of Company: _____

Owner's CNIC Number: _____ (attach copy)

Qualification of the Head of Company: _____ (attach CV)

Company Registration Number & Date incorporation with SECP: _____ (attach copy)

NTN Number: _____ (attach copy)

STN Number: _____ (attach copy)

Class of Business (Please tick the relevant box)

FIRE	MARINE	MOTOR	MISC/MBD
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Technical Experience of the Company in related field (Years): _____

No. of Employees: _____ (attach CVs)

No. of Professional Employees (Engineers-Civil, Mechanical, Electrical): _____
_____ (attach CVs & PEC License)

PEC License Number: _____ (attach copy)

Already enlisted with NICL (Yes/NO): _____

Enlisted with other Insurers (Yes/NO): _____ (attach list)

Top 10 Survey Project (Last five years) with Client Names & Insurer Names: _____
_____ (attach detail)

Address (Head Office): _____

Address of (Branches) 1. _____

2. _____

3. _____

4. _____

Business Phone (Landline): _____

Business Mobile Phone: _____

Documents attached with the application (as per attached/shared check list)

Date of submission of application: _____

Signature & Company stamp

NATIONAL INSURANCE COMPANY LIMITED
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South Zone

TERMS & CONDITIONS

1. The applications will be received up to **Tuesday 30th May, 2023** by or before 11:00 AM which will be opened on the same day at 11:30 AM in the presence of Applicants or their representatives who may like to be present at Zonal Office, 2nd Floor, NICL Building, Karachi. Applications received late shall not be entertained.
2. Only those surveying companies which are registered for providing such services and having valid NTN & Sales Tax Registration, SRB and on Active Tax Payers List of FBR (attach valid documentary evidence) and are registered with Securities & Exchange Commission of Pakistan (SECP) are eligible to participate. They must not have been black listed at the time of submission of their Application/Form.
3. The Survey Companies which have previously submitted their profile shall again submit their applications as per required criteria.
4. Affidavit on Rs.100/- stamp paper (in Original) that the company has not been blacklisted by SECP, any Insurance Company Or any Govt., Semi-Govt., Federal or Provincial Department/ Organization.
5. NICL may reject/disqualify any application if it finds at any time that the information submitted was false, fake and materially Inaccurate.
6. Application Form must be filled completely & properly, otherwise it will be considered as Non-Responsive.
7. Complete Profile, Book-lets and Brochures (if any) should be enclosed/ attached with the applications.
8. No Applicant shall be allowed to alter or modify his application after the envelopes/ applications have been opened. However, NICL may seek and accept clarifications to the application that do not change the substance of the proposal/application.
9. NICL shall evaluate the profiles/record/documents submitted by the applicant during a period of 45 days from the date of opening of Applications and shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them within the 90 days from the date of opening of Applications. Selected Surveyor firms shall also be communicated in writing.
10. Selection shall be made as per standard criteria (Annex-A).
11. Contract with the successful applicants shall be made for a period of three year. However, performance of the survey company will be reviewed by the NICL during this period as and when deemed necessary and if found unsatisfactory the same survey company will be delisted.
12. Incorrect information of any sort shall make the firm liable for the debarring from the contract with NICL, even after award of the Work Order/Contract.

13. Survey Fee/Charges shall be applicable as per approved rates of NICL subject to deduction of Government Taxes which shall be made through cross cheques/online transaction in the name of Firm. No cash payment shall be made for any survey or services.

14. The National Insurance Company Limited may reject all applications or any application at any time as this advertisement is only an invitation to treat. However, the company may, upon request, communicate to any applicant who submitted an application, the grounds for rejection of an application as per company policy.

15. Applications received by Fax or email shall not be accepted.

16. Only one Survey Company from a group of companies may apply for enlistment.

Terms & Conditions, specified in the Pre-Qualification Document are fully understood and accepted and we hereby agreed to abide by and fulfill all the terms and conditions

Name & Signature

Company Stamp

Authorized Representative of the applicant
(Note: Please also submit Company visiting card)

ZONAL HEAD (SZ)
NATIONAL INSURANCE COMPANY LIMITED
SOUTH ZONE, 2ND FLOOR, NICL BUILDING, KARACHI

NATIONAL INSURANCE COMPANY LIMITED
(Owned by Government of Pakistan)
South Zone-Karachi

EVALUATION/ELIGIBILITY CRITERIA

Sr#.	Evaluation/Eligibility Criteria	Total Marks	Obtained Marks
1	Valid Registration / License -SECP + PEC - SECP	10 07	
2	Technical Experience of Survey Company - Above 20 years - 10 years to 20 Years - Below 10 Years	20 15 10	
3	Office Location: -Office Located at (Sindh,Punjab,KPK,Balochistan) - Office Located at Sindh & Balochistan -Office Located at Karachi Only	20 15 10	
4	Employees - Engineers+ASO+Insurance Professionals - ASO+Insurance Professionals - Only ASO	10 07 05	
5	Enlisted with Private Insurance Companies - Top 05 Insurers - Top 03 Insurers - Other	10 07 05	
6	License & Expertise - All Classes of Business (Marine, Motor, Fire, Misc&MBD) - Any 03 Classes of Business - Marine (Only)	20 15 10	
7	International Affiliation	05	
8	Risk Inspection/Assessment Expertise	05	
Total Marks: 100			

Note:

- Minimum Qualifying Marks=70
- Less than 70 Marks shall be rejected

SURVEYOR ENLISTMENT

CHECKLIST OF DOCUMENTS ATTACHED

	Yes	No
1. Company Profile.	<input type="checkbox"/>	<input type="checkbox"/>
2. CNIC of Owner.	<input type="checkbox"/>	<input type="checkbox"/>
3. CV of Owner of Company	<input type="checkbox"/>	<input type="checkbox"/>
4. List of Employees with CV's	<input type="checkbox"/>	<input type="checkbox"/>
5. Application Form (duly signed & stamped)	<input type="checkbox"/>	<input type="checkbox"/>
6. Terms & Conditions (duly signed & stamped)	<input type="checkbox"/>	<input type="checkbox"/>
7. Certificate of Incorporation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Certificate for Commencement of Business.	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of NTN Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
10. Copy of STN Certificate..	<input type="checkbox"/>	<input type="checkbox"/>
11. Valid SECP License.	<input type="checkbox"/>	<input type="checkbox"/>
12. Valid ASO License.	<input type="checkbox"/>	<input type="checkbox"/>
13. Evidence of International Affiliation.	<input type="checkbox"/>	<input type="checkbox"/>
14. Top 10 Survey Projects	<input type="checkbox"/>	<input type="checkbox"/>
15. Top 05 Risk Assessment/Inspection Assignments	<input type="checkbox"/>	<input type="checkbox"/>
16. Evidence of Active Tax Payer at FBR List.	<input type="checkbox"/>	<input type="checkbox"/>
17. Affidavit as mentioned in Terms & Conditions Sr.no.4.	<input type="checkbox"/>	<input type="checkbox"/>
18. Valid PEC License.	<input type="checkbox"/>	<input type="checkbox"/>
19. Evidence of Enlistment with Private Insurance Companies.	<input type="checkbox"/>	<input type="checkbox"/>

Any Other Documents _____

Company Stamp & Signature

Date: _____

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