



NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)

“SAY NOT TO CORRUPTION”

TENDER NOTICE

Procurement of Bit Defender Antivirus Licenses

National Insurance Company Limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce.

NICL is currently using Bit Defender Antivirus deployed on devices in all offices and invites bids from authorized partner/reseller of Bit Defender in Pakistan for supply of license of Bit Defender Gravity Zone Business Security for 500 devices for a period of 1 year. Bidding documents may be downloaded free of charge from PPRA website and NICL website.

Bidding will be conducted under national competitive bidding pursuant to ‘Single stage - once envelope procedure, as per Rule 36(a) of Public Procurement Rules 2004.

Bid shall be submitted in single sealed envelope along with required documentation as per bidding documents clearly marked as ‘**Bid for Bit Defender Antivirus Licenses**’. Bidders are required to submit bids along with bid security of **Rs 25,000/-** in the form of a pay order payable to ‘National Insurance Company Limited’.

Sealed bids must be dropped in the IT department at the address mentioned below on or before **19th of June, 2023, time 3:00 pm**, the bids shall be opened on the same day at **3:30 pm** in the presence of the bidders who may like to be present.

Bidding Documents can be downloaded from websites of PPRA www.ppra.org.pk & NICL www.nicl.com.pk or can be obtained free of cost from the below mentioned office.

Bidder must have registered office in Karachi or Lahore or Islamabad

IT Department
5th Floor, NIC Building, Abassi Shaheed Road, Karachi
Tel: 021-99026512 Email: it@nicl.com.pk



1. Introduction

National Insurance Company Limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce, having its office at NICL Building, Abbasi Shaheed Road, Karachi. NICL invites sealed bids from firms/companies registered as authorized partners of Bit Defender for supply of Bit Defender Gravity Zone license.

2. Scope of work

Product	Qty	Period
Bit Defender Gravity Zone Business Security License	500	1 year

3. Bidding Process (Single Stage –One Envelope Procedure)

Tender will be conducted under National Competitive Bidding pursuant to ‘Single stage - one envelope procedure’ as per Rule 36(a) of Public Procurement Rules 2004 (PPR 2004). The bid shall comprise of single envelope and titled **‘BID FOR BIT DEFENDER ANTIVIRUS LICENSE’** under the following requirements,

4.1 Technical Section

- Proposed product as per Section 2. Scope of Work of bidding documents
- All the information/documentary evidence (s) required for eligibility & qualification.

4.2 Financial Section

- The financial bid must be as per ‘Financials Performa – Annexure B’ of bidding documents with signature and stamp by authorized representative of the bidder.
- Taxes will be deducted at the time of the payment as per government rules and regulations.
- The service provider shall pay all such taxes, stamp duty or other duties, fees and other impositions levied under the applicable law, the amount of which is deemed to have been included in the financial bid.
- The bidder shall mention the amount in the financial section, which shall be inclusive of all applicable taxes, levies, duties, and fees as per prevailing laws. Any increase or decrease in the rate of sales tax (only) applicable at the time of payment shall be further added or adjusted in total contract price.



4. Bid Validity

- All bids submitted must be valid for a period of 45 days after the date of submission of bid.
- All prices shall be in USD with tax and shall remain valid for the period mentioned above.

5. Bid Security

- The financial section must include bid security of **Rs 25,000/-** in the form of Bank Draft/Pay order in the name of 'National Insurance Company Limited'
- Bid security other than specified as above shall not be entertained and accepted. NICL shall reject and return such bids to respective bidders.
- Bid Security of technically (non-responsive) dis-qualified & unsuccessful Bidder(s) shall be released after the completion of tender process.
- Bid Security must be valid for at least bid validity period.
- Bid security of the Bidder shall be forfeited in case it is determined that the Bidder, directly or through an agent, participated or competed in this tender or secured the contract, by any means of corrupt, fraudulent, collusive, or coercive practices as defined under Section 9 of bidding documents.
- Bid security of the successful bidder shall be released after the signing of the contract.

6. Delivery Time

- The successful bidder must ensure delivery of the license within one (01) week from the date of issuance of purchase order.
- Time shall be of the essence in relation to delivery date, non-compliance of which may result in cancellation of work order & Bid security shall be forfeited.

7. Payments Schedule

- The invoice shall be generated in US Dollar with tax as per the bid after submission of license key to NICL.
- The payment shall be issued in PKR as per official interbank rates on the date of processing of payment by the Accounts/Finance Department.
- Payment credit period shall be maximum 30 days from the date of issuance of invoice.

8. Award of Contract

- The technically responsive (as per eligibility criteria) bidder with the lowest bid shall be awarded the contract.



- A purchase order will be issued by NICL, and the successful bidder must acknowledge and confirm the delivery of license within the stated delivery period of one (01) week.

9. Instructions/General Conditions

- The bidding documents can be downloaded from websites of PPRA website at www.ppra.org.pk and NICL website at www.nicl.com.pk or can be obtained free of cost from the below mentioned office.
- The single sealed envelope shall be marked as **'BID FOR BIT DEFENDER ANTIVIRUS LICENSE'**
- 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)
- The bidder will be selected after an open, competitive, and transparent bidding process in view of Rule 20 of PPRA Rules, 2004.
- Bids must be submitted in English language only.
- All prices mentioned in the Financial Section of bid shall be in USD with tax.
- Each page of the bid shall be signed by an authorized representative of the bidder.
- In case of any queries/clarifications required by bidders regarding the bidding documents, they may submit them via email to it@nicl.com.pk. NICL shall only submit replies to queries/clarifications received on or before 19th June 2023, time 3:00 pm.
- NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. NICL shall communicate to all bidders who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds as per Rule 33 of the PPRA Rules, 2004.
- The bidders shall bear all costs associated with the preparation and submission of their respective bids and NICL will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- Bidders are under obligations to read and understand the contents of the bidding documents and seek any information/clarification from NICL before submission of bids. NICL shall not be responsible towards the bidders for any of their claims or complaint which may arise because of non-reading or misreading the bidding documents by the bidders once all bids are opened.
- NICL is the originator of bidding documents; any clarification or interpretation communicated by NICL, whether in response to a query or otherwise, shall be deemed final, conclusive and will remain unquestioned.
- NICL expects that all the bidders shall observe the highest standard of ethics during the procurement and execution of such contract. In pursuit of this policy, the NICL set forth following terms:
 - "RULES" means PPRA rules.



National Insurance Company Limited
(Procurement of Bit Defender Antivirus License)

- “Corrupt Practice” includes offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- “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.
- “Collusive Practice” includes an arrangement between two or more parties designed to achieve an improper purpose, including, influencing improperly the actions of another party.
- “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.
- “Obstructive Practice” includes deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede NICL investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- 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 bidder or next lowest bidder.
- 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.
- Unsealed envelopes shall be returned and not entertained.

10. Submission, Receipt and Opening of bids.

- Sealed bid (including technical section and financial section) shall be prepared without any interlineations or overwriting.
- Bids must be delivered at the address given below on or before 3:00 P.M, 19th of June 2023 which shall be opened at 3:30 P.M on same day at address mentioned below in the presence of the bidders or their authorized representatives, who may like to be present.

IT Department
5th Floor, NIC Building, Abassi Shaheed Road, Karachi
Tel: 021-99026512 Email: it@nicl.com.pk



Annex "A" – Bid Submission Form/Covering Letter

Date:

To,

**IT Department,
National Insurance Company Limited
5th Floor, NICL Building,
Abassi Shaheed Road,74400,
Karachi, Pakistan**

Dear Sir,

1. I/we, the undersigned, being duly authorized to represent and act on behalf of _____
(Hereinafter "the Applicant") have reviewed and fully understood all the clauses of the bidding documents provided by NICL.
2. NICL and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regards to the resources, experience, and competence of the Applicant.
3. NICL and its authorized representatives may contact the following persons for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, Financial Inquiries, when needed.

S No	Name and Designation	Contact Details
1.		
2.		

Name and Designation:

Signature & Stamp:



Annex "B" – Financial Bid Performa

S No	Description	Charges in USD (Inclusive of all taxes)
1.	Bit Defender Gravity Zone Business Security License (500devices for a period of 1 year)	

Note:

- Bid Security of PKR 25,000/- payable to 'National Insurance Company Limited' in the form of pay order must be enclosed with Financial Bid.

Name and Designation:

Signature & Stamp:



BID EVALUATION CRITERIA

Participants of the tender failing in evaluation criteria will be disqualified.

S. No	Parameters	Yes	No
1.	Registered office in Karachi OR Lahore OR Islamabad (Attach copy of any electricity, gas, or internet bill)		
2.	Must be a registered firm or company at least three (3) years on date of opening of bid. (Attach letter of incorporation SECP/FBR registration)		
3.	Must be authorized partner/reseller of Bit Defender in Pakistan as per partner listing on Bit Defender Official Website (Attach partnership letter/certificate issued by Bit Defender)		
4.	Income Tax/Sale Tax registration (Attach copy of FBR registration, NTN Certificate, Active Taxpayer on date of submission of bid)		
5.	Not blacklisted by any federal government organization (Attach signed affidavit of Rs.100/- on stamp paper as declaration)		
6.	Provided duly signed and stamped copy of bidding documents to ensure acceptance and compliance to the requirements of the document.		

Any missing documentation resulting in NICL being unable to substantiate eligibility will result in disqualification of bid.

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