



**NATIONAL INSURANCE COMPANY LIMITED
GOVERNMENT OF PAKISTAN**

Say No to Corruption

**PREQUALIFICATION OF
GUARDING, SECURITY & FIRE
FIGHTING SERVICES**

National Insurance Company Limited (NICL) working under the Administrative Control of Ministry of Commerce and owned by the Government of Pakistan, invites Sealed Applications for Prequalification from the following Services Providers having good repute and vast experience in the related fields, especially in high rise buildings. Technically and financially capable firms having adequate managerial capabilities are invited to submit applications:

**Guarding, Security and Fire Fighting Services for NIC Building
Islamabad & Lahore Offices/Premises.**

The firms may visit the site before submitting pre-qualification proposals. The pre-qualified firms shall be entitled to participate in the further proceedings. All participating firms will be communicated in writing whether they are pre-qualified or not. Applications on prescribed "Pre-qualification Documents" along with required documents/details must reach in the office of Acting Chief Manager (Real Estate) on under mentioned address on or before 11:00 AM **17th July 2023**, which will be opened at 11:30 AM on the same day in the presence of Bidders or their representatives who may like to be present.

The Pre-qualification documents can be obtained free of cost, during the working days in between 0930 hours to 1600 hours from the undersigned's office or from Manager (Real Estate), 14th Floor, NIC Building, 63-Jinnah Avenue, Islamabad, Tel:051-9100363, 051-2800221) and Dy. Manager (Real Estate), National Insurance Company Limited, Services International Hotel, The Mall, Lahore.

Pre-qualification documents can also be downloaded from the website of NICL (www.nicl.com.pk) and PPRA (www.ppra.org.pk).

**ACT. CHIEF MANAGER (REAL ESTATE)
NATIONAL INSURANCE COMPANY LIMITED
5TH FLOOR, NIC BUILDING ABBASI SHAHEED ROAD, KARACHI.
Phone: 021-99225238 PABX No. 021-99225741-9 Ext -6501**

NATIONAL INSURANCE COMPANY LIMITED

Real Estate Department

GENERAL INFORMATION REGARDING PRE-QUALIFICATION OF GUARDING, SECURITY & FIRE FIGHTING SERVICES

Please provide the foregoing information so that National Insurance Company Limited (NICL) may evaluate your firm's qualifications, reputation, related experience, and finances to determine whether your firm is eligible for Pre-Qualification in relevant field.

1. Company Name.
2. Abbreviated name if any.
3. type of company(enclose registration copy)
 - Private limited
 - Public limited
 - Sole proprietor
 - Joint venture
 - Partnership
 - Manufacturer
 - Authorized distributor
 - Service providers
 - Reseller
 - Others (Please specify)
4. Registered Office
 - Address
 - Telephone, fax, e-mail
 - Date of formation
 - NTN /GST Registration (please attached copy of NTN and GST registration certificates, active taxpayers)
5. Trading office (if different from above address)
6. Number of Contract in hand and executed since establishment of Firm.
7. Indicate details of your experience including the names of addresses of clients and client's agents (please attach performance certificates).
8. Company turns over last three years (year wise audited report)
9. Company's net worth (in rupees).

10. Details of number of regular employees, their quantification, and experiences.
 - total
 - administration
 - managerial
 - technical
 - operative
11. **Security Services Documents Required**
 - Details of type of security related equipment including weapons.
 - Number and Nature of workshop for the repair of security related equipment including weapons.
12. Affidavit on stamp paper worth of Rs. 100 (duly attested by oath commissioners) that the company never blacklisted by any govt./private department.
13. Certificate on stamp paper of Rs. 100, that the company has not been issued more than two times warnings (through letters/emails) from their contractor Company/Organization for Poor/Bad performance.
14. Mandatory requirement for Security Services (as applicably).
 - SECP Registration.
 - NOC from ministry of interior (For Security Services Company).
 - EOBI/Group Insurance, Social Security
 - License from ICT (Information and communication technology) (For Security Services Company).
 - Registration with Pakistan Security Agencies Associations (For Security Services Company).
 - Registration with PTA (Pakistan telecommunication authority) for wireless frequency (For Security Services Company).
15. Evaluation criteria/guideline is attached for the information of all participating firms. Firms which shall be declared pre-qualified for specific services will be provided the tender documents and asked to bid for specific services.
16. The bidders are required to provide copy of CNICs of the owner/s for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.

NATIONAL INSURANCE COMPANY LIMITED

TECHNICAL EVALUATION SHEET FOR SECURITY, GUARDING AND FIRE FIGHTING SERVICES

- Each portion of Section-A is mandatory.
- Bidders failing in mandatory requirements (Section-A) shall be deemed as **TECHNICALLY NON-RESPONSIVE OR DISQUALIFIED**.
- Bidders passing in Section-A, are required to get at least 70% marks in Section - B to become **TECHNICALLY RESPONSIVE OR QUALIFIED**.
- Bidders failing to get at least 70% marks in Section-B shall be deemed as **TECHNICALLY NON-RESPONSIVE OR DISQUALIFIED**.

SECTION –A

Sr. No.	Description	Yes	No.
1	Certificate of Company/Firm Registration/Incorporation with SECP. (Provide the copy(s) as an evidence)		
2	Valid Registration with NTN/valid Sales Tax Registration/Valid Income Tax Registration (Status+ Active with FBR) (Provide the copy(s) as an evidence)		
3	Authorized Certificates/License/Registration Renewed License Certificates from relevant ministries/ department to operate in ICT, Punjab, KPK, Sindh, Baluchistan, Gilgit Baltistan and Northern Area of Pakistan.		
4	Registration with EOBI & Social Security (for both locations)		
5	Membership All Pakistan Security Agencies Association (APSAA)		
6	Submission of undertaking on Rs.100/-legal valid and attested stamp paper that the firm is NOT Blacklisted by any of the Provisional or Federal Government Department or Autonomous Body or Private Sector Organizations anywhere in Pakistan.		
7	Certificate on stamp paper of Rs.100/-,that the company has not been issued more than two times warnings (through letters/emails) from their contractor Company/Organization for Poor/Bad performance.		
8	Submission of copy CNIC (color clear/readable) of the owner(s) for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.		
9	All pages of the bidding documents have been signed and stamped by the bidder and agreed to execute the work accordingly.		

❖ **If any of the above becomes "NO" the bidder shall be deemed as technically Non-Responsive hence Disqualified.**

SECTION -B

S#	Description	Score	Total Score
1	Management Plan		20
	<ul style="list-style-type: none"> • Brief History of the Company including Organizational Structure & Office Infrastructure 		
	a. Incorporated more than 20 Years with offices in each Province	5	
	b. Incorporation between 15 to 20 Years	3	
	c. Incorporation between 10 to 14 Years	2	
	d. Incorporation between 5 to 9 Years	1	
	e. Less than 5 years	0	
	<ul style="list-style-type: none"> • Additional License & NOC (Provincial) For Each 	5	
	<ul style="list-style-type: none"> • Additional Membership & Accreditations for each 	5	
	<ul style="list-style-type: none"> • More than 2,000 weapon Licenses 	5	
	<ul style="list-style-type: none"> • Between 1,500 to 2,000 weapon Licenses 	4	
	<ul style="list-style-type: none"> • Between 1,000 to 1,499 weapon Licenses 	3	
	<ul style="list-style-type: none"> • Between 500 to 999 weapon Licenses 	1	
	<ul style="list-style-type: none"> • Below 500 	0	
2	Recruitment & Training Method & Procedures		10
	a. Training Conducted within last two years (Training documents as proof)		
	<ul style="list-style-type: none"> • Six Times & above 	5	
	<ul style="list-style-type: none"> • Three Times to Five Times 	4	
	<ul style="list-style-type: none"> • Two times 	3	
	<ul style="list-style-type: none"> • Below Two Times 	0	
	b. Documented Recruitment & Verification Process(provide proof)	5	
3	Number of Contracts in High Rise Buildings		10
	a. 10 and above	10	
	b. 6 – 9	7	
	c. 3 – 5	5	
	d. Below 3	0	
4	Number of Employees		10
	a. 3,000 & above	10	
	b. 2,000 to 2,999	8	
	c. 1,000 to 1,999	6	
	d. 500 to 999	4	
	e. Below 500	0	
5	Ratio of Ex-Service Man & Civilian Guard		10
	a. 80:20	10	
	b. 70:30	8	
	c. 60:40	6	
	d. 50:50	4	
	e. Below 50%	0	
6	Experience in Security & Firefighting in high rise building (provide copies of work order)		10
	a. Over 10 Years	10	
	b. 5 to 10 years	5	
	c. below 5 years	0	

Annual Turnover			
7	Over 200 Million		20
	Between 150 to 200 Million		15
	Between 100 to 150 Million		10
	Between 50 to 100 Million		5
	Below 50 Million		0
Emergency Response Mechanism			
8	a. Physical availability of the 24/7 Control Room with Deployed Response Team		10
	b. Response team without 24/7 Control Room		5
	c. No Response Team or 24/7 Control Center		0

Note:

Qualifying Marks= 70%