

“SAY NO TO CORRUPTION”

# NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)

CUIN # 0041095



REGISTERED ADDRESS: NIC BUILDING, ABBASI SHAHEED ROAD,

P.O. BOX NO. 10506, KARACHI-74400

Phone # +9221-9925741-50 - UAN # +9921-111-642-642

E-mail: [info@nicl.com.pk](mailto:info@nicl.com.pk) - Website: [www.nicl.com.pk](http://www.nicl.com.pk)

## TENDER NOTICE

### Inviting Bids for Hiring the Services of a Reputable Firm / Contractor for Providing Photocopying Services for NICL Head Office and Zonal Office at NIC Building, Karachi.

1. National Insurance Company limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under the Ministry of Commerce. The Management of the Company invites sealed Tenders/Quotations from those reputed firms/contactors which have their proper offices at Karachi, for the above referred services/work.

Last Date & Time for Submission of Bids	Date & Time for Opening of Bids
12/09/2023 at 10:30 AM	12/09/2023 at 11:00 AM

2. Sealed tenders, under Single Stage – Single Envelope bidding procedure clearly marked as **“Bid/Proposal for Hiring the Services of a Firm / Company for Providing Photocopying Services”** is invited from the firms /Companies /Contractors of good repute.
3. The Firms must be Sales Tax & SST Registered and on the active tax payer list of FBR.
4. Tender Documents having specifications and terms & conditions can be obtained free of cost through a written request from the office of the undersigned on any working day (from Monday to Friday) during the office working hours. Tenders received through any other mode/addressed to any other person will not be entertained.
5. Sealed bids are required to be delivered to the office of the undersigned as per the above mentioned time schedule and the same will also be opened on the given time schedule in the presence of the bidders or their authorized representatives, who may like to be present.
6. Price Quoted should be inclusive of all applicable Taxes.

7. Quoted rates must be valid for a period of 90 days from the date of tender opening.
8. Conditional, Multi Optional Quotations will not be accepted.
9. The National Insurance Company Limited may reject all bids or proposals at any time prior to the acceptance of the bid or proposal. However, the company shall, upon request, communicate to any bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

**General Manager (Admin & RE)**

National Insurance Company Ltd  
3<sup>rd</sup> Floor, NIC Building  
Abbasi Shaheed Road, Karachi  
Phone No. 021-99225938  
PABX No. 021-99225741 (Ext-6308)