



SAY NO TO CORRUPTION
NATIONAL INSURANCE COMPANY LIMITED
OWNED BY GOVERNMENT OF PAKISTAN
(REF NO: NICL/TENDER/RE/2023-2)

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

UAN: 111-642-642: 021-99225238 PABX: +92-21-99225741-50 (EXT-6501& 6505)
website: www.nicl.com.pk

**INVITATION OF BIDS FOR INSTALLATION OF LED SIGN BOARD AT NICL
BUILDING, JINNAH AVENUE, BLUE AREA, ISLAMABAD.**

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 installation of Led Sign Board at NICL Building, Islamabad.

Title of Work	Bid Security (Rs.)
<u>SCOPE OF WORK.</u> Installation of LED Sign Board at NICL Building, Jinnah Avenue, Islamabad.	2% of the Total Annual Bid Amount

<u>Last Date & Time for Submission of Bids</u>	<u>Date & Time for Opening of Bids</u>
21-11-2023 at 11:00 A.M	21-11-2023 at 11:30 A.M

2. The Sealed bids/tenders, Clearly Marked as **“INVITATION OF BIDS FOR INSTALLATION OF LED SIGN BOARD AT NICL BUILDING JINNAH AVENUE, BLUE AREA ISLAMABAD.”** are invited from firms of good repute having valid Income Tax, GST/SST and Certificates (must be on the active list of taxpayers) as per PPRA Rules.
3. Tender documents having the terms/conditions & Technical Evaluation Criteria along with the detailed scope of work, BOQ & drawings for the task can be obtained free of cost through written request from the office of **Mr. Imran Ahmed, Manager (Real Estate) NICL (NZ) office, 14th floor NICL Building, Jinnah Avenue, Blue Area, Islamabad Phone: 051 9100363.** on any working day (from Monday to Friday) during working hours i.e. 09:00 Hrs to 17:00 Hrs
4. The proposals in the sealed envelope should be submitted to the office of **Mr. Imran Ahmed, Manager (Real Estate) NICL (NZ) office, 14th floor NICL Building, Jinnah Avenue, Blue Area, Islamabad Phone: 051 9100363** latest by or before 11:00 hrs on 21-11-2023, which (bid) will be opened on the same day at 11:30 hrs in the presence of bidders or their representatives present at the time at the same location.
5. 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”**.
6. Late or unsealed Proposal will not be entertained. Price quoted should be in PKR inclusive of GST/SST and all other applicable Taxes.

GENERAL MANAGER
REAL ESTATE DEPARTMENT
3RDFloor, NIC Building Abbasi Shaheed Road, Karachi

NATIONAL INSURANCE COMPANY LIMITED
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BIDDING DOCUMENTS

**INVITING BIDS FROM THE CONTRACTORS/FIRMS
FOR
LED SIGN BOARD FOR NICL BUILDING, ISLAMABAD**

BIDS OPENING DATE :.11.2023

Issued to _____

NICL Receipt Number _____ Date _____



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 Valid, GST, PEC, SRB Registration _____ (attach copy)

Date of Company Enlistment/ Incorporation _____

Address of Bidder/ Firm _____

Business Telephone _____

Business Cell Phone _____

Bid price in Figure Pak Rs. _____

Bid Price in Words Pak Rs. _____

Bid Security 2% in Figure Rs. _____

Bid Security 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 _____

Submitted to Mr. Imran Ahmed, Manager (Real Estate) NICL (NZ) office, 14th floor NICL Building, Jinnah Avenue, Blue Area, Islamabad
Phone: 051 9100363

Date of Opening Bids _____

Time of Opening Bids _____



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)		
Valid Engineering Council License	Yes	No
Banker's Name and Contact Details		
Number of years of experience related to similar assignment, projects completed in last two years (attach documents)		
Whether Bank pay order as Bid Security @ 2% of the total value of bid is enclosed	Yes	No
Number of Assignments in Hand (current) (attach documentary evidence)		
Number of Clients (attach list)		
Affidavit on Stamp Paper	Yes	No
<i>(that the firm has not been blacklisted by Private, Govt., Semi Govt., or Autonomous body)</i>		
Bidder's Contact person:		
Name _____		
Designation _____		
Date: _____	_____ Authorized Signature & Stamp	



NATIONAL INSURANCE COMPANY LIMITED
(OWNED BY THE GOVERNMENT OF PAKISTAN)
REAL ESTSTE DEPARTMENT

Place of opening of Bids In the office of Manager (RE), 14th floor NICL
Building, Jinnah Avenue, Blue Area Islamabad.

Documents attached with Form 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 Other if any

Interested Firms / Contractors should submit profile portfolio covering the following details:

- * Bidders should submit their proposal under Single Stage - Two Envelope Procedure containing separate financial proposal and technical proposal having details of firm includes the list of similar nature of works task completed / in hand estimated time to complete the task. The envelopes should clearly be marked as **“Proposal for NICL Led Sign Board Islamabad”**
- * 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.
- * Bids received by fax or email shall not be accepted.
- * Bids should be accompanied by 2% (Two Percent) Bid Security of the respected quoted amount in shape of Pay Order / Bank Draft in favor of National Insurance Company Limited, Islamabad.
- * Bids without Bid Security (@ 2%) will not be entertained and rejected thereof.
- * Bid validity should be valid for 90 (Ninety) calendar days from the date of Bids Opening.

- * Detailed quotations as per Specifications & quantities attached as “Annex A” (please visit the site before submission of bids to avoid any confusion).
- * List of the Customers/Clients to whom such type of services has been provided during the last two year.
- * Declaration / Affidavit that company / Firm is not black listed by any Govt. Semi Govt or Autonomous Institution due to any reason.
- * Copies of registrations with GST and Proof on Active Tax Payers list of FBR.
- * Clarification (if any) on the technical requirement may be obtained through written inquiry.
- * The successful bidder shall provide a six months (minimum) maintenance/replacement of parts warranty.
- * After installation of Sign Board, the successful bidder should sign a contract of maintenance for three years.

General Manager (Real Estate)
National Insurance Company Limited
3rd Floor, NICL Building,
Abbasi Shaheed Road,
Karachi.

Note:

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

TERM & CONDITIONS AND SCOPE OF WORK

1. Bids for NICL's LED Sign Board for NICL Building Islamabad, should be reached on or before the specified deadline as published in advertisement.
2. All material/parts required to undertake the required work will be arranged by the Contractor and the cost of the same should be included in the financial proposal.
3. Only those firms / Companies having valid NTN & GST / PEC Registration and on Active Taxpayers list of FBR (attach valid documentary evidence) are eligible to participate in the Bidding process.
4. Bids should be accompanied by 2% (Two Percent) as Bid Security of the respected quoted amount in shape of Pay Order / Bank Draft in favor of National Insurance Company Limited, Islamabad.
5. Affidavit on Rs.100/- Stamp Paper that the firm is not black listed by Government / Semi Government or Private Organization.
6. The firm should have minimum of (05) five years relevant experience and should have proper office.
7. Those Firms who have been blacklisted by any Organization shall not be eligible to participate in the bidding process.
8. Bid price should be included with all applicable Taxes/ Levies/GST.
9. Payment shall be made subject to deduction of Government Taxes, after completion of work & production of the GST invoice.
10. Sealed bids are required to be delivered to the office of Manager (RE), 14th floor NICL Building, Jinnah Avenue, Blue Area Islamabad, on or before by 11.00 AM on 14.11.2023, which will be opened on the same day at 11.30 AM in the presence of the bidders or their authorized representatives, who may like to be present on the same location.
11. Bids which are not accompanied by the documents at serial No. 4,5 & 6 above shall be declared non-Responsive and declared as disqualified. The bid validity period should be 90 days starting from the date of bid opening.
12. The proposal should not have any overwriting or cutting. Bids with any of the aforementioned defects shall be rejected.
13. Workmen safety in any case is the sole liability of the firm / Contractor. NICL will not be liable for any compensation.
14. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency 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.
15. Bid application form must be filled complete & properly, otherwise it will be considered as Non-Responsive, and will be rejected.
16. Incorrect information of any sort shall make the firm liable for the debarring from this contract in NICL, even after award of the Work Order.

17. Copies of National Tax number (NTN certificate) General Sales Tax (GST certificate) & Valid PEC must be attached.
18. 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.
19. If the bid contains less Bid Security or without Bid Security that will not be entertained.
20. Pay-Order of the Bid Security will be released to unsuccessful bidders within 30 days after the award of contract to successful bidder and commencement of contract.
21. Bid Security of successful bidder will be retained as performance guarantee.
22. Bids received by Fax or email shall not be accepted.
23. Conditional, Multi Optional bids will not be accepted.
24. Successful firm shall be bound to complete the task up to the satisfaction and the acceptance by the NICL.
25. Brief Company Profile, Book-Lets and Brochures should be enclosed/attached with the Bidding documents.
26. Sealed Bids forms duly completed should reach on or before the specified deadline.
27. The bidder shall be well reputed and a well-established firm.
28. No bidder shall be allowed to alter or modify his bid after have been opened. However, NICL, being the procuring agency, may seek and accept clarification to the bid that do not change the substance of the bid.
29. It is in the own interest of the bidder to visit the site i.e. NICL Building, 63-Jinnah Avenue, Islamabad before submission of bids. Bidders can visit NICL Building Islamabad between 9.00 AM to 5.00 PM from Monday to Friday (working days only).

It is confirmed that the Terms & Conditions, specified in the Bidding Documents are fully understood and accepted and we hereby agreed to abide by and fulfill all the terms and conditions.

Bidder Name, Signature & Stamp
Authorized Representative of the Bidder/Firm
(Note: Please submit Company visiting card)

Issued by NICL Real Estate Deptt.
NICL (North Zone- Islamabad)