

# 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 # +9221-99225741 - UAN # +9221-111-642-642  
E-mail: [info@nicl.com.pk](mailto:info@nicl.com.pk) - Website: [www.nicl.com.pk](http://www.nicl.com.pk)

## “SAY NO TO CORRUPTION” TENDER NOTICE

### HOUSEKEEPING, CLEANING AND JANITORIAL SERVICES AT NICL BUILDING KARACHI & NIC HOUSE KARACHI

1. National Insurance Company Limited, Ministry of Commerce, Government of Pakistan, invites sealed Bids from reputed firms registered with income tax and Sales Tax departments for **“Providing Housekeeping, Cleaning and Janitorial Services at NICL Building Karachi & at NICL House Karachi”**.

Last Date & Time for Submission of Bids	Date & Time for Opening of Technical/Financial Proposals
26/12/ 2023 at 11:30 A.M	26/12/2023 at 12:00 P.M (Noon)

2. Bidding Documents having technical specification can be obtained from the undersigned office on working day (from Monday to Friday) during working hours i.e. 09:00 Hrs to 17:00 and also visited on any working day between 09:00 AM to 12:30 PM.
3. The sealed / stamped envelope containing Bids should clearly be marked with the **“Providing Housekeeping, Cleaning and Janitorial Services at NICL Building Karachi & at NICL House Karachi”**.
4. The amount of earnest Money for the above bid is 02% of whole amount payable in the form of bank draft / pay order in favor of National Insurance Company Limited and bid validity period will be three (03) months, starting from the last date of bid submission.
5. Sealed Bids should be dropped in the Tender Box in the office of the undersigned on or before **26-12-2023 11:00 A.M**, which will be opened on the same day at **11.30 A.M**, in the presence of the bidder firms or their representative who may like to be present.
6. Late or unsealed Proposal will not be entertained. Price quoted should be in PKR inclusive of GST/SST and all other applicable Taxes.
7. 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 (RE / Admin)**  
**3<sup>rd</sup> floor NICL Head Office, NICL Building**  
**ABBASI SHAHEED ROAD**  
**P.O. BOX NO. 10506**  
**KARACHI - 74400**