



NATIONAL INSURANCE COMPANY LIMITED
GOVERNMENT OF PAKISTAN
Say No to Corruption

**PROPOSALS FOR PREQUALIFICATION /
ENLISTMENT OF FIRMS PROVIDING RENTAL
CAR SERVICES**

National Insurance Company Limited (NICL) is 100% owned by Government of Pakistan and working under the administrative control of Ministry of Commerce, **Government of Pakistan** invites applications from Rental Car services, registered with Income Tax and Sales Tax Departments (whichever is applicable), who are on Active Taxpayers List for Prequalification/Enlistment for provision of cars on rental basis as and when required on credit basis for NICL for a period of one year, extendable up to a maximum of three years. Rental Car Services are required at Karachi, Lahore and Islamabad or any other city within Pakistan and AJK.

2. Prequalification documents containing detailed terms and conditions may be submitted at NICL Karachi, Lahore and Islamabad on any of the following addresses by or before 11:00 AM on 8th April 2024:-
 - i. General Manager (Admin & RE) National Insurance Company Limited, NIC Building, (3rd Floor) Abbasi Shaheed Road, Karachi.
 - ii. Manager (Coordination), National Insurance Company Limited, Shaheen Complex (4th Floor), Edgerton Road, Lahore.
 - iii. Manager (Coordination), National Insurance Company Limited, NIC Building, (14th Floor), Jinnah Avenue, Blue Area, Islamabad.
3. Prequalification documents can be obtained from the above offices or can also be downloaded from the website of NICL (www.nicl.com.pk) and PPRA website at (www.ppra.org.pk) free of cost.
4. The applications, prepared in accordance with the instructions provided in the prequalification documents, must be dropped in the Tender Box at any of the above offices on or before 11:00 AM dated 8th April 2024 which will be opened on the same day at 11:30 AM.
5. The sealed/stamped envelope containing Prequalification Documents along with complete profile and related documents should clearly be marked with the **"PREQUALIFICATION/ENLISTMENT FOR HIRING THE SERVICES OF A RENTAL CAR SERVICES"** should be dropped at any of the above offices.
6. The amount of proposal security (Refundable) for the above Pre-Qualification / enlistment is Rs 10,000/- payable in the form of bank draft / pay order in favor of National Insurance Company Limited, Islamabad.

General Manager (Admin & RE)
National Insurance Company Limited, Head Office
3rd Floor, NICL Building, Abbasi Shaheed Road, Karachi.
Phone: 021-99225738

NATIONAL INSURANCE COMPANY LIMITED

Admin-Transport Department Head Office, Karachi

General information regarding pre-qualification of Rental Car Services

Please provide the foregoing information so that National Insurance Company Limited (NICL) may evaluate your firm's qualifications, reputation, experience, and finances to determine whether your firm will be placed on list of pre-Qualified / enlist supplies 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 No. _____
 - (Please attached copy of NTN/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. Company turnover last three years (year wise audited report) _____
8. Company Net worth _____

9. Tender will be conducted under National Competitive Bidding pursuant to 'Single stage one envelope procedure' and is open to all eligible participants of tender that meet the following minimum eligibility/qualification criteria.
10. The envelope shall be marked as "Proposal for Rental Car Services" in bold and legible letters to avoid confusion.
11. Initially, the envelope containing proposal for "Rental Car Services" will be opened in presence of the bidders or their authorized representatives who may like to be present.
12. Later on, NICL shall evaluate the "received proposals" and will reject any proposal which does not conform to the specified requirements.
13. Affidavit on stamp paper worth of Rs. 100 that the company has never been blacklisted by any government/private department.
14. The bidder shall provide duly signed and stamped RFQ, terms and conditions, technical compliance sheet, any other requirements, etc. included in Tender documents & agreed to provide the services accordingly.
15. Evaluation criteria/guidelines are attached for the information of all participating firms.
16. Applicants are required to provide copy of CNICs of the owner(s) for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.
17. NICL shall notify all Applicants in writing of the names of those Applicants who have been prequalified / enlist or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
18. NICL shall communicate to those applicants who have not been pre-qualified / enlisted the reasons for not pre-qualifying them.
19. Minimum relevant services experience is for two years.
20. Successfully pre-qualified companies will be issued letter of information for enlistment on the panel of NICL.
21. NICL may reject all proposals at any time prior to the acceptance of proposals. NICL shall upon request communicate to any applicant who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds.
22. The Bid Security of unsuccessful applicants will be returned upon award of contract to the successful bidder.
23. The bid/Proposal validly shall be for 90 days.

NATIONAL INSURANCE COMPANY LIMITED

EVALUATION SHEET OF RENTAL CAR SERVICES

- Each portion of **Section-A** is mandatory.
- Applicants failing in mandatory requirements (Section-A) shall be deemed as **TECHNICALLY NON-RESPONSIVE OR DISQUALIFIED**.
- Applicants passing in Section-A, are required to get at least 70% marks in **Section – B** to become **TECHNICALLY RESPONSIVE OR QUALIFIED**.
- Applicants failing to get at least 70% marks in Section-B shall be deemed as **TECHNICALLY NON-RESPONSIVE OR DISQUALIFIED**.
- Provided duly signed and stamped documents and terms and conditions, technical compliance sheet, any other requirements, etc. included in Pre-Qualification documents & agreed to execute the work accordingly.

SECTION -A

Sr. No.	Description	YES	NO
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan (Attach copy(s) as an evidence)		
2	Valid Registration with NTN/valid Sales Tax Registration/Valid Income Tax Registration (Status+ Active with FBR) Whichever is applicable. (Attach copy(s) as an evidence)		
3	Submission of undertaking on Rs. 100 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.		
4	Submission of copy CNICs of the owner/s for AML (Anti-Money Laundering) and CFT (Counter Financing of Terrorism) clearance.		
5	The bidder shall provide duly signed and stamped RFQ, terms and conditions, technical compliance sheet, any other requirements, etc. included in Tender documents & agreed to execute the work accordingly.		

If any of the above becomes “No” the applicants shall be deemed as technically Non-Responsive/Disqualified.

SECTION -B

SR. NO.	QUALIFICATIONS/ REQUIREMENTS	TOTAL MARKS	DETAILED BREAKDOWN OF MARKS		
1	<u>Experience Concerned field</u>	20	a.	Over 8 years	20
			b.	5 to 8 years	15
			c.	2 to 5 years	05
			d.	Below 2 years	0
2	<u>Number of Clients</u> (Executed & in hand)	20	a.	10 and above	20
			b.	06 – 09	15
			c.	03 – 05	10
			d.	Below 3	05
3	<u>Number of Vehicles</u> (Present Strength)	20	a.	Above 40	20
			b.	31 to 40	15
			c.	21 to 30	10
			d.	Below 20	05
4	<u>Types of Clients</u>	20	a.	Both Government and Private Sector	20
			b.	Government Sector	15
			c.	Private Sector	10
5	<u>Existence of Offices/Services</u>	20	a.	Karachi/Lahore/Islamabad	10
			b.	Any of two above	07
			c.	Only on one location	05

NOTE:

- Qualifying marks= 70

Authorized Signature with Stamp and

Name: (.....)