



# **NATIONAL INSURANCE COMPANY LIMITED**

(OWNED BY THE GOVERNMENT OF PAKISTAN)

CUIN # 0041095

“SAY NO TO CORRUPTION”

## **TENDER NOTICE**

### **Procurement of Laptops (NICL/TENDER/IT/2024-1)**

National Insurance Company Limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce.

NICL invites bids from authorized partners of international brands for supply of Ninety (90) laptops.

Bidding shall be carried using single stage - single envelope procedure of PPRA rules involving submission of bid in sealed envelope along with required documents marked as ‘**Bid for Procurement of Laptops (NICL/TENDER/IT/2024-1)**’. Bidders are required to submit sealed bids along with bid security of 2% of bidding amount, in the form of a pay order payable to ‘National Insurance Company Limited’.

Bidding documents may be downloaded from PPRA Website (<http://ppra.org.pk/>) or NICL Website (<https://nicl.com.pk/>)

Sealed bids must be dropped in the IT department at the address mentioned below by **30<sup>th</sup> April 2024, 2:30 pm** with bids to be opened on the same day at **3:00 pm** in the presence of representatives of bidders, NICL IT Department and NICL Bid Opening Committee.

**Only authorized partners with offices in Karachi, Lahore and Islamabad may submit bids**

IT Department  
5<sup>th</sup> Floor, NICL Building, Abassi Shaheed Road, Karachi  
Tel: 021-99026512  
Email: [it@nicl.com.pk](mailto:it@nicl.com.pk)

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**National Insurance Company Limited**  
**Procurement of Laptops (Ref No. NICL/Tender/NICL/2024-1)**

**1. Introduction**

National Insurance Company Limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce, having its office at NICL Building, Abbasi Shaheed Road, Karachi.

**2. Scope of work**

NICL invites bids from authorized partners for supply of Ninety (90) laptops as per details below:

<b>Laptop Specifications</b>		<b>QTY</b>
Processor	Intel® Core™ i5 (12th Generation)	90
Chipset	Intel	
RAM	8GB RAM DDR4	
Storage	512 GB SSD	
Display	15.6" FHD (1920x1080)	
Connectivity	Gigabit Ethernet and WLAN + Bluetooth	
Multimedia	HD 720P Camera, Stereo Speakers, and Microphone	
Ports	Ethernet RJ-45 port or adapter (1), HDMI (1), Headphone and Microphone combo (1), USB 2.0 (1), USB 3.2 Gen (1)	
Input Device	Touchpad mouse and keyboard with numeric keypad	
Operating System	Windows 11 Pro 64-bit (Microsoft Genuine OEM License)	
Certifications	Energy Star Certified	
Security	TPM Support	
Warranty	3-year manufacturer warranty (Local)	
Carrying Bag	Original manufacturer laptop bag	
Series	Commercial/Business	

**Note:**

The specifications mentioned above may be considered as minimum and mandatory specifications.

**3. Eligibility Criteria**

The bidder must be an authorized partner of OEM.



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**4. Bidding Process (Single Stage - Single Envelope)**

The bidding process involves single stage – single envelope procedure with technical and financial information submitted together in one envelope titled ***'BID FOR PROCUREMENT OF LAPTOPS (NICL/TENDER/IT/2024-1)'*** under the following requirements,

1. Proposed product sheet (brand, model, and details specifications) as per Section 2. Scope of Work of RFP.
2. Manufacturer Authorization Letter (valid for period as per bid opening date) issued to bidder by manufacturer.
3. Signed and stamped copy of this document.
4. Bid Submission Form as per Annexure A.
5. Financial Bid as 'Financial Bid Performa – Annexure B.
6. The sealed bids must include a bid security of 2% of bidding amount in the form of pay order in the name of 'National Insurance Company Limited.'
7. The proposal must remain valid for a period of 90 days from the date of bid opening.
8. Taxes will be deducted at the time of the payment as per government rules and regulations. All payments will be subject to the active taxpayer status of the service provider at the time of release of payment. If service providers status is not active on ATL (Sales Tax) then payment shall be held till their status becomes active on ATL (Sales Tax) of FBR.
9. All prices in bids shall be submitted in PKR (inclusive of all taxes) with invoice by successful bidder.

**5. Bid Validity**

- All bids submitted must be valid for a period of 90 days from the date of bid opening.
- Bid Validity shall remain applicable irrespective of change in prices by manufacturer.

**6. Bid Security**

- Bid Security of 2% of bidding amount, in the shape of a pay order in the name of 'National Insurance Company Limited', shall be attached in the financial section of the bid.
- Bid security other than specified as above shall not be entertained and accepted. NICL shall reject and return such bids to respective bidders.
- Bid Security of technically (non-responsive) dis-qualified & unsuccessful Bidder(s) shall be released within ten (10) days of the date of issuance of purchase order to the successful bidder.
- Bid Security must be valid for at least bid validity period.
- Bid security of the Bidder shall be forfeited in case it is determined that the Bidder, directly or through an agent, participated or competed in this tender or secured the contract, by any means of corrupt, fraudulent, collusive, or coercive practices as defined under Section 10 of RFP.
- Bid security of the successful bidder shall be released after the signing of the contract.



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## 7. Delivery Time

- The successful bidder must ensure delivery of products within twelve (12) weeks from the date of issuance of purchase order.
- Delivery of all items shall be required at IT Department, Head Office (Karachi).
- If the successful bidder will not be able to deliver the ordered items within delivery timelines, then security of the bidder shall be forfeited.

## 8. Payments Schedule

The payment shall be made within 30 days of receipt of delivery challan and invoice acceptable after supply of all deliverables mentioned in the purchase order.

## 9. Award of Contract

- The completely responsive (as per scope of work and other terms and conditions mentioned in this document) bidder with the lowest bid amount shall be awarded the contract for supply of Ninety (90) laptops.
- A purchase order will be issued by NICL, and the successful bidder must acknowledge and confirm the delivery of products within the stated delivery period of twelve (12) weeks.

## 10. Instructions/General Conditions

- The bidder will be selected after an open, competitive, and transparent bidding process in view of Rule 20 of PPRA Rules, 2004.
- Bids must be submitted in English language only.
- Each page of the bid (Technical Section and Financial Section) shall be signed by an authorized representative of the Bidder.
- In case of any queries/clarifications required by bidders regarding the RFP/bidding document, they may submit them via email to **it@nicl.com.pk**. NICL shall only submit replies to queries/clarifications received by **22<sup>nd</sup> April 2024 5:00 pm**.
- NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. NICL shall communicate to all bidders who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds as per Rule 33 of the PPRA Rules, 2004.
- The bidders shall bear all costs associated with the preparation and submission of their respective bids and NICL will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- Bidders are under obligations to read and understand the contents of the RFP and seek any information/clarification from NICL before submission of bids. NICL shall not be responsible towards the bidders for any of their claim or complaint which may arise because of non-reading or misreading the RFP by the bidders once the bids are opened.
- NICL is the originator of RFP, any clarification or interpretation communicated by NICL, whether in response of a query or otherwise, shall be deemed final, conclusive and will remain unquestioned.



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- NICL expects that all the bidders shall observe the highest standard of ethics during the procurement and execution of such contract. In pursuit of this policy, the NICL set forth following terms:
  - “RULES” means PPRA rules.
  - “Corrupt Practice” includes offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
  - “Fraudulent Practice” includes any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
  - “Collusive Practice” includes an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
  - “Coercive Practice” includes impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
  - “Obstructive Practice” includes deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede NICL investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
  
- NICL will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

### **11. Submission, Receipt and Opening of bids**

- Single bid shall be prepared without any interlineations or overwriting and submitted in one sealed envelope.
- The printed copy (original) of bid shall be submitted in single sealed envelope marked as ***'BID FOR PROCUREMENT OF LAPTOPS (NICL/TENDER/IT/2024-1)'***. Unsealed envelopes shall be returned and not entertained by IT Department at time of submission.
- Bids must be delivered at the address given below on or before **30<sup>th</sup> April 2024 2:30 pm (PST)** which shall be opened at **3:00 pm (PST)** on same day at address mentioned below,

IT Department  
5<sup>th</sup> Floor, NIC Building, Abassi Shaheed Road, Karachi  
Tel: 021-99026520 Email: [it@nicl.com.pk](mailto:it@nicl.com.pk)



**National Insurance Company Limited**  
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**Annexure ‘A’ – Bid Submission Form**

Date: .....

To,

**IT Department,  
National Insurance Company Limited  
5<sup>th</sup> Floor, NICL Building,  
Abassi Shaheed Road,74400,  
Karachi, Pakistan**

Dear Sir,

1. I/we, the undersigned, being duly authorized to represent and act on behalf of \_\_\_\_\_  
(hereinafter “the Applicant”) have reviewed and fully understood all the clauses of the RFP provided by NICL.
  
2. NICL and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regards to the resources, experience, and competence of the Applicant.
  
3. NICL and its authorized representatives may contact the following persons for further information, including General and Managerial Inquiries, Personnel Inquiries, Technical Inquiries, Financial Inquiries, when needed.

S No	Name and Designation	Contact Details (Phone and email address)
1.		
2.		

Name and Designation:

Signature:



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**Annexure 'B' – Financial Bid Performa**

<b>Item</b>	<b>Qty</b>	<b>Unit Price (PKR)</b>	<b>GST (PKR)</b>	<b>Unit Price with GST (PKR)</b>	<b>Total Amount with GST (PKR)</b>
Laptop	90				
<b>Total Bid Amount inclusive of GST (PKR)</b>					

**Note:**

Bid Security of 2% of bidding amount, payable to 'National Insurance Company Limited' in the form of pay order must be enclosed.