



# 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

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)

## TENDER NOTICE

### OFFICE SPACE REQUIRED ON RENT FOR QUETTA BRANCH

1. National Insurance Company Limited (NICL) is a General Insurance Company, owned by the Government of Pakistan, working under Ministry of Commerce. The Management of NICL intends to acquire 500 sq.ft to 800 sq.ft (approximately) office space on a rental basis for its Quetta Branch with secure, commercial and reserved parking space for cars and motorcycles. The process shall be conducted through Single Stage – One Envelope procedure as per schedule stated below,

Bid Submission Deadline	Bid Opening
12 <sup>th</sup> June 2024 2:30 pm	12 <sup>th</sup> June 2024 3:00 pm

2. Bidding Documents with details of requirements, bid submission form, terms and conditions, Financial Performa etc. may be downloaded from EPADS website (<https://eprocure.gov.pk>), PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)) or NICL website ([www.nicl.com.pk](http://www.nicl.com.pk))
3. Bids must be submitted via EPADS in the form of one signed document file named ‘**Bid for Office Space Required for Quetta Branch**’. Bid Security (refundable) of Rs 50,000/- in the form of pay order in favour of ‘National Insurance Company Limited’ (original to be submitted before or by the deadline in sealed envelope at address mentioned below). Bids received in any other manner shall not be accepted.
4. The National Insurance Company Limited may reject all bids or proposals at any time prior to the acceptance of the bid or proposal as per PPRA Rules.
5. Further information may be obtained from Branch Manager, Quetta Branch, 021-99026203 during office hours while clarifications may be submitted in writing via EPADS.

**General Manager (Administration and Real Estate)**

3<sup>rd</sup> floor, NICL Building,

Abassi Shaheed Road

Karachi, Pakistan

**NATIONAL INSURANCE COMPANY LIMITED**  
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**BIDDING DOCUMENTS**

**OFFICE SPACE REQUIRED ON RENT FOR QUETTA BRANCH**

**REAL ESTATE DEPARTMENT**

**BID SUBMISSION FORM**

**'Bid for Office Space Required for Quetta Branch'**

Name of Bidder :

CNIC Number:

Company NTN Number:

Company SST Number:

Date of Company Enlistment / Incorporation:

Address of Bidder:

Business Telephone :

Business Cell phone :

- Documents attached with Form
1. Bid Security of Rs 50,000/-
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_

## Requirements

The Management of NICL intends to acquire 500 sq.ft to 800 sq.ft (approximately) office space on a rental basis for its Quetta Branch with secure, commercial and reserved parking space for cars and motorcycles with the following requirements,

- **Accessibility:** Preferably located in the middle of Quetta City in a reputed central area/commercial area.
- **Infrastructure:** Equipped with necessary infrastructure such as power outlets, internet connectivity and Landline connectivity.
- **Cost-effectiveness:** A reasonable rental cost that prevailing in the market.
- **Flexibility:** Space that can be customized or modified to meet our specific layout and design requirements.

## General Instructions and Terms and Conditions

Bidders should submit bids in a single signed document file via EPADS named as '**Bid for Office Space Required for Quetta Branch**' including the following information,

- Signed copy of these bidding documents
- Bid Security (refundable) of Rs 50,000/- in the form of pay order in favour of 'National Insurance Company Limited' (original to be submitted before or by the deadline in sealed envelope at address mentioned below).
- Bid Submission Form with details and signature
- Full name with complete profiles
- An Affidavit that the firm/individual has not been blacklisted by any government / autonomous agency.
- NICL shall disqualify a firm / company if it finds at any time that the information submitted by the firm / company concerning its qualification was false and materially inaccurate.
- Bids received by Fax or email shall not be accepted.
- Bids price must be inclusive of SST/GST and all applicable taxes.
- All offers should be valid for 90 (Ninety) calendar days from the date of bid opening.
- The rates shall be valid for a contract period of 03 years.

All documents submitted must be properly understandable/readable. Any unclear or non-readable photocopy shall not be considered. Technical details should also be clearly readable otherwise it will be rejected. The process shall be conducted through Single Stage – One Envelope procedure as per schedule stated below,

<b>Bid Submission Deadline (via EPADS)</b>	<b>Bid Opening (via EPADS)</b>
12 <sup>th</sup> June 2024 2:30 pm	12 <sup>th</sup> June 2024 3:00 pm

### **General Manager (Administration and Real Estate)**

National Insurance Company Limited  
3<sup>rd</sup> Floor, NIC Building,  
Abbassi Shaheed Road,  
Karachi, Pakistan

**Financial Bid Performa**

(To be filled by the Bidder)

<b>S. No</b>	<b>Address</b>	<b>Total Area (sq.ft)</b>	<b>Rate per sq.ft</b>	<b>Total Rent per month (inclusive of all taxes and charges)</b>
1				

**Total Monthly Price ( All Taxes included )=Rs. \_\_\_\_\_**

**Words: \_\_\_\_\_ only**

**Total Bid Price announced Rate =Rs. \_\_\_\_\_**

**(for the period of one year)**

**Total Bid price in words Rupees. \_\_\_\_\_**

**Total Price (3 years) Rs. \_\_\_\_\_**

**Rupees. \_\_\_\_\_**

Signature & Seal of the Bidder