



# National Insurance Company Limited

Owned by the Government of Pakistan

## Prequalification of Workshops for Repair and Maintenance of Official Vehicles (NICL/Procurement/2026/6)

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### 1. Introduction

National Insurance Company Limited (NICL) invites applications for prequalification (enlistment on panel for award of work based on need basis) from professional workshops repair and maintenance of official vehicles for repair and maintenance services for the following,

- NICL's own fleet vehicles, and
- Motor insurance claim vehicles of NICL clients, across various locations of Pakistan.

### 2. Scope of Work

#### Services

The shortlisted workshops shall be responsible for providing repair and maintenance services including, but not limited to the following,

- Body and accidental repair work
- Mechanical and electrical repairs
- Denting/painting services
- Engine/ABS/ECU-related diagnostics
- Genuine spare parts supply and installation
- Wheel alignment, balancing, suspension work
- Towing facilities (where applicable)
- Car detailing and restoration (as required)
- Any other repair and maintenance related work.

#### Locations

Applications are invited from workshops present in the following locations,

- Karachi
- Hyderabad
- Quetta
- Lahore
- Faisalabad
- Islamabad / Rawalpindi



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- Peshawar
- Muzaffarabad

Applicants must specify their operational cities in Annexure B - Workshop Details Form

### Inspection & Verification

NICL reserves the right for the following,

- Conduct physical inspection of workshop facilities.
- Verify documents and client references.
- Seek additional information where required.

### 3. Eligibility Criteria

- Participants of the tender failing in mandatory requirements (Section – A) will be disqualified.
- Successful participants of the tender must obtain at least 50 marks in evaluation criteria (Section – B).

#### **Mandatory Requirements (Section – A)**

S. No.	Requirements	Yes	No
1.	The workshop must be in at least one of the cities mentioned under Locations and must be mentioned in Annexure B – Workshop Details Form (as applicable) <b>Attach ownership documents/tenancy agreement with last paid electricity bill and Annexure B in application submitted via E-PADS</b>		
2.	The workshop must have experience of at least 3 years on the date of deadline of submission of application <b>Attach NTN certificate/registration certificate/any other document with clear date</b>		
3.	The workshop must have completed at least 3 repair and maintenance services for clients (other than NICL) in Pakistan in the past 3 years <b>Attach letter /work order/purchase order issued</b>		



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4.	The workshop must not be on Active Blacklisted Firms list on PPRA website during evaluation of applications by the evaluation committee		
5.	The workshop must be an Active Taxpayer with Federal or Provincial Tax Authority (as applicable as per location) at the time of evaluation of applications by the evaluation committee  <b>Attach NTN certificate for verification</b>		
6.	The workshop must accept all requirements of NICL  <b>Attach signed and stamped copy of these bidding documents</b>		

### 4. Schedule

Application Submission Deadline	Application Opening
5 <sup>th</sup> March 2026 and 10:00 AM	5 <sup>th</sup> March 2026 and 11:00 AM

The application opening shall be conducted online via *Microsoft Teams* and only applicants who have submitted applications via E-PADS by deadline may join as per details shared below,

Link: <https://teams.microsoft.com/meet/45609859283161?p=J3pE9H9jLch7g3o7V>

Meeting ID: 456 098 592 831 61

Passcode: 2c9Hy9aR

### 5. Prequalification Process

- a. Applications are to be submitted via E-PADS as per requirements stated in these EOI documents.
- b. Evaluations of all applications shall be conducted as per Eligibility Criteria and all applications which meet all requirements shall be selected on E-PADS as qualified.
- c. Letter of appointment shall be issued by NICL for selection on panel for a contract period of 1 year (renewable for up to 2 years) through open framework agreements with work to be awarded on an as and when needed basis as per requirements of NICL.



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### 6. Application Submission Requirements

- a. Applications must contain signed copies of these EOI documents with Annexure-A and Annexure-B, filled with details along with all documents required for evaluation via E-PADS only.
- b. All applications must be submitted in a single PDF file via E-PADS by the deadline of 5<sup>th</sup> March 2026 and 10:00 AM.
- c. In case of holiday announced by Government of Pakistan on date of opening, the opening shall be conducted on the next working day at same time.

### 7. Application Validity

- a. All applications and related information submitted must be valid for a period of **30 days** from the date of opening of the bid to allow NICL to evaluate and seek approval of shortlisting/enlistment of the qualified applicants.

### 8. Delivery Time

- a. The successful bidder must ensure delivery/completion within days mentioned in work order
- b. Delivery of the vehicles be at the NICL office/branch where workshop is located

### 9. Payments Schedule

- a. Payment will only be made after a successful 07 day road test and full inspection of the vehicle verifying the quality of repairs for each car individually or together based on completion and issuance of invoice accordingly.
- b. The payment shall be made within 30 days after satisfaction of Point above.
- c. Payment shall be issued after deduction and withholding of taxes as per rules and documents submitted for any tax exemptions.

### 10. Penalty

- a. In case of delay in delivery of a maximum of 2 weeks beyond the stated delivery time in work order, a penalty of 0.1% per day of the total amount (inclusive of GST/other charges) shall be applicable and deducted from the payment issued by NICL. This shall also be mentioned in the work order issued by NICL.
- b. In case of delay in delivery of more than 2 weeks, the work order shall be cancelled and shall be awarded to the 2<sup>nd</sup> lowest participant and next lowest in series thereafter.



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- c. In case of cancellation of work order due to failure to supply goods or services within the maximum period stated by NICL, the bidder shall also be placed on Active Blacklisted Firms on PPRA website as per PPRA rules.
- d. Penalty shall not be applicable in conditions of any force majeure.

### 11. Instructions/General Conditions

- a. Joint Venture (JV) shall not be allowed, and single supplier is allowed to submit application with documents related to the firm/company only.
- b. The applicants will be selected after an open, competitive, and transparent bidding process in view of Rule 20 of PPRA Rules, 2004.
- c. Application/Bids submission must be in English language only.
- d. Each page of the EOI documents shall be signed by authorized representative of the bidder.
- e. In case of any clarifications required by suppliers regarding the EOI documents, they may submit them via Clarification option on E-PADS by 2<sup>nd</sup> March 2026, 05:00 PM.
- f. NICL may reject all applications/bids at any time prior to the award of contract. NICL shall communicate to all bidders who submitted applications/bids, 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.
- g. The pre-qualified applicants shall be appointed through open framework agreements to provide the services to NICL on an as and when required basis.
- h. The applications which are not accompanied by the documents required as per the bidding documents shall be declared non-responsive and the applications will be rejected.
- i. Incomplete or late submissions shall not be accepted, and any false information shall lead to disqualification and consideration for blacklisting as per PPRA Rules.
- j. Enlistment does not guarantee award of work; jobs will be assigned as per NICL's requirements.

**Manager (Procurement)**  
5<sup>th</sup> Floor, Left Wing, NICL Building,  
Abassi Shaheed Road,  
Karachi, Pakistan



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### Annexure 'A' – Application Form

Date:

To,

Manager (Procurement)  
National Insurance Company Limited  
NICL Building,  
Abassi Shaheed Road, 74400,  
Karachi, Pakistan

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 bidding documents 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.
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.

<b>S. No.</b>	<b>Name and Designation</b>	<b>Contact Details (Phone and email address)</b>
1.		
2.		

**Name, Designation & Signature**

**Company Stamp**



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### Annexure 'B' – Workshop Details Form

Name of Workshop:

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Address:

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Owner name and CNIC (attach in application):

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Contact number: \_\_\_\_\_

Workshop location (Please check mark as applicable)

- Karachi
- Hyderabad
- Quetta
- Lahore
- Faisalabad
- Islamabad / Rawalpindi
- Peshawar
- Muzaffarabad

**Name, Designation & Signature**

**Company Stamp**