



National Insurance Company Limited

Repair of Official Vehicle of Head Office (Karachi) (NICL/Procurement/2026/8)

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1. Scope

Bids are invited by workshops via E-PADS v 2.0 having address in Karachi for the repair of **Toyota Yaris Model 2024 Reg No CAH-169** with complete repair of the total loss / accidental vehicle to restore it to roadworthy condition. The parts and installation services required as stated below,

S. No	Item Description	S. No	Item Description
1	Bumpers R&L	16	Android LCD with Speakers
2	Fender R&L	17	Complete Axles
3	Complete Axles	18	Complete Bonnet
4	Bonnet completes with all clips	19	Complete Steering set
5	Complete Interior Design and Decoration	20	Complete Suspension with all parts
6	Front & Rear Shockers complete set	21	All Door Mirrors
7	Wipers complete	22	Front & Rear Bumpers
8	Radiator complete	23	All door & Top Mirrors
9	Front & Rear Windscreen L&R Glasses	24	All lubricants & Gear Oil
10	All Head lights & Fog lights	25	Dashboard & Airbags
11	A/C complete	26	Show Grill complete
12	5 Tyres, Size 195/55 R16Yokohama Japan or equivalent	27	All bearings & Alloy RIMs
13	New Battery 12V, 65 AH Daewoo Dry or equivalent	28	All Monograms
14	All indicators	29	Fuse Box
15	Engine Overhauling	30	Complete Denting, Panting, Mechanical, Wiring & Electrical Works and Old parts removing and New parts Fitting

Notes:

1. The repair work must meet or exceed industry standards with no compromise on quality.
2. Only Genuine, OEM parts sourced from authorized dealers will be used. The repair work, including denting, painting, and mechanical repairs, must restore the vehicle to its original condition, with all work done according to manufacturer specifications.
3. The vendor will be responsible for rectifying any issues that arise after the repairs, within 06 months of completion or within 10,000 KM, whichever comes first.



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2. Bid Evaluation Criteria

Mandatory Requirements

S. No	Parameters	Yes	No
1.	The workshop (as per vendor name on E-PADS) must be present in Karachi Attach copy of ownership documents/tenancy agreement/last paid electricity bill with name of owner or workshop with address in Karachi)		
2.	The workshop must have experience of at least 3 years Certificate of Company/Firm Registration/Incorporation		
3.	The workshop (owner or company) must be an Active Tax Payer at the time of evaluation of bids (Provide the copy (s) as evidence)		
4.	The workshop must have successfully completed at least one (1) similar job in the last 3 years. Attach letter of appointment/work order/any other documentary proof		
5.	Acceptance of scope and all other terms and conditions (Provide signed and stamped copy of these bidding documents as evidence)		
6.	The workshop must not be on Active Blacklisted Firms on PPRA website at the time of evaluation of the bid		

Bids failing to comply with all the mandatory requirements will be considered as disqualified.

3. Bidding Procedure

Single Stage – Single Envelope

4. Evaluation Method

Least Cost Method to identify the 1st lowest and responsive bidder.



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5. Bid Submission Requirements

E-PADS

- a. Bid via E-PADS v 2.0
- b. Bid Submission Form as per Annexure in PDF format
- c. Bid Securing Declaration Form as per **Annexure** (Stamp Paper) in PDF format

Hard Copy (Address of Manager Procurement mentioned below)

- a. Bid Securing Declaration Form as per **Annexure** (Original Stamp Paper).

6. Bid Securing Declaration Form

- a. Bid Securing Declaration Form must be submitted on original stamp paper as per (**Annexure C**). Bidders are required to submit original (s) to the address of Manager Procurement mentioned in the bidding documents **by 7th April 2025 5:00 pm**
- b. Bids shall not be considered during bid opening if the original bid securing declaration form signed and stamped on stamp paper (affidavit) is not received.

7. Bid Validity

- a. All bids submitted must be valid for a period of **90 days** from the date of bid opening.
- b. Bid Validity shall remain applicable irrespective of any change in prices by manufacturer/software development company/materials etc.

8. Bidding Process Schedule

Bid Submission Deadline	Bid Opening
8 th April 2026 10:30 am	8 th April 2026 11:00 am

9. Delivery Time

- a. The successful bidder must ensure delivery/completion within **25 days** from the date of issuance of purchase order/signing of agreement/contract.
- b. Delivery/provision of services shall be at Head Office (**Karachi**) and services shall be as per work order/signed agreement between both parties.



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10. 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.

11. Inspection of Vehicles

- a. Interested bidders must inspect the vehicles located in Karachi through appointment for visit by contacting the following,

Abdul Sami
Deputy Manager (Transport)
Administration Department
3rd Floor, Left Wing, NICL Building, Abassi Shaheed Road, Karachi
Tel: 021-99026323/021-111-642-642 Ext 6323
Tel: 0306-1608221
Email: abdul.sami@nicl.com.pk
Monday to Friday 9:30 am to 5:00 pm

NOTE:

THE SUPPLIER MUST VISIT AND INSPECT THE VEHICLE TO UNDERSTAND THE REQUIREMENTS BEFORE SUBMITTING THEIR BID. IN CASE OF SUBMISSION OF BID IT SHALL BE ASSUMED THAT ALL REQUIREMENTS ARE CLEAR AND UNDERSTOOD.

12. Award of Contract

- a. The bidder with the 1st lowest and responsive bid shall be considered for awarded the contract.
- b. A letter of intent shall be issued via E-PADS to the successful bidder who must accept it within the stated time and agree to accept work order to be issued by NICL.
- c. The work order shall be issued after acceptance of letter of intent via E-PADS.

13. Penalty

- a. In case of delay in delivery of a maximum of **02 Weeks** beyond the stated delivery time in bidding documents, a penalty of 0.1% per day of the total contract amount (inclusive of GST/other charges) shall be applicable and deducted from the payment issued by NICL.
- b. In case of delay in delivery of more than two weeks, the purchase order/award of contract shall be cancelled and shall be awarded to the 2nd lowest bidder and next lowest in series thereafter.



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- c. In case of cancellation of award of contract 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.

14. Instructions/General Conditions

- a. Joint Venture (JV) is not allowed, and the bid must be submitted by a single supplier register.
- b. Stamp duty of **0.35 paisa per 100 rupees of total contract amount** shall be applicable in the services agreement signed between both parties and charges shall be borne by the service provider.
- c. In the case of any clarifications required by bidders regarding the bidding documents, they may submit them via **E-PADS v 2.0**. NICL shall only submit replies to queries/clarifications received by **4th April 2025 5:00 pm** .
- d. NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. NICL shall communicate to all bids 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.
- e. NICL will reject a bid for the award if it determines that the bidder recommended for the award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

Manager
Procurement Department
5th Floor, NICL Building (Left Wing),
Abassi Shaheed Road,
Karachi, Pakistan.

Annexure A – Bid Submission Form

To,

Date:

Manager (Procurement)
5th Floor, NICL Building,



National Insurance Company Limited

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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 bidding documents provided by NICL.

2. 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 E-mail address)
1.		
2.		

Name, Designation & Signature

Company Stamp

Annexure B – Financial Bid Submission Form

Toyota Yaris Model 2024 (Reg. No. CAH-169)



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Item (As per 1. Scope)	Charges	Tax Amount	Total Charges with Tax Amount
1. Parts (As per Specifications)			
2. Service Charges			
Grand Total Charges			

Note:

- a. All prices above must be mentioned in PKR and any prices mentioned in any other currency shall not be acceptable.
- b. Financials shall remain valid during the bid validity period mentioned above.
- c. The prices mentioned above shall be considered as final as per scope.
- d. Conditional financial bids shall not be accepted.

Name, Designation & Signature

Stamp

Company



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Annexure C – Bid Securing Declaration Form

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(To be submitted via E-PADS v 2.0 and separately on stamp paper to the address mentioned above)

Date: /

/2026

To,

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

Dear Sir,

It is understood and accepted that the firm shall be blacklisted and debarred for participation in the respective category of public procurement for a period of 6 months in the case of applicability of any of the following conditions,

1. Withdrawal of the Bid before the validity period of 90 days or,
2. Failure to accept the letter of intent/or refuse to sign the contract within the stipulated time mentioned by NICL at time of issuance and signing a services agreement with NICL if identified as the most advantageous bidder after completion of the bidding process.

It is also understood and accepted that the bid securing declaration form shall cease to be valid if,

1. Bidder does not qualify as the most advantageous bidder after the completion of bidding process or,
2. The bidding process is cancelled by NICL, as per PPRA Rules or,
3. The expiry of bid validity period or any extension thereafter.

Name, Designation and Signature

Stamp

Company