



# NATIONAL INSURANCE COMPANY LIMITED

Owned by the Government of Pakistan

## ***Pre-qualification of HR Firms for Requirement Services Via Open Framework Agreement (NICL/Procurement/2026/7)***

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### **1. Objective**

To seek applications from firms for recruitment services and selection through prequalification process to select the top 3 firms (as per eligibility requirements and evaluation criteria) and sign open framework agreements with these firms for assignments based on as and when required basis when recruitment of employees shall be required by NICL.

### **2. Scope of Services**

The selected firms shall provide comprehensive recruitment and hiring services to NICL for filling vacant positions on an as-and-when-required basis, in accordance with applicable laws, service rules, and NICL's internal policies. The scope of work shall include, but not be limited to, the following,

- a. Conducting job analysis and coordinating with NICL's hiring managers to finalize job descriptions, qualifications, experience requirements, and competency criteria for each vacant position.
- b. Preparation of recruitment advertisements for placement in national daily newspapers (one Urdu and one English), in accordance with press information department policies/rules and any other applicable guidelines.
- c. Receipt, management, and maintenance of applications/CVs and development of a comprehensive and structured applicant database for all advertised positions, along with summary sheets, and sharing the same with NICL.
- d. Screening and shortlisting of applications strictly in accordance with the prescribed eligibility criteria, including qualifications, age, experience, skills and other competencies.
- e. Conducting preliminary interviews, assessments and testing (where required) and submission of detailed evaluation reports and results to NICL for further processing.
- f. Coordination and facilitation of interviews conducted by NICL, including preparation of interview questions and evaluation sheets aligned with job requirements and scheduling of interviews with shortlisted candidates and NICL's interview panels.
- g. Submission of consolidated and complete lists of shortlisted candidates, in compliance with the advertised criteria, for final interviews.
- h. Conducting thorough background, reference, and verification checks of selected candidates, as required by NICL.
- i. Assisting NICL in offering negotiations with selected candidates, where required.
- j. Supporting NICL's onboarding process for newly hired candidates to ensure a smooth transition into their assigned roles.



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- k. Analyzing recruitment data and providing reports, insights and recommendations to NICL for continuous improvement of recruitment processes.
- l. Ensuring compliance with all applicable federal recruitment policies, rules and regulations relevant to NICL.

Any other services related to recruitment and hiring, as may be required by NICL from time to time, shall be deemed an integral part of this scope of work.

### **3. Charges and Payment**

- a. The charges paid to the firms for the recruitment services shall be fixed and equivalent to one (01) month gross salary of the appointed candidate.
- b. Payment shall be made after the candidate joins NICL and upon submission of invoice, inclusive of applicable taxes and subject to deduction/withholding of taxes as per government rules.

### **4. Qualification Criteria**

- a. Evaluation shall be carried out in two steps which are Section-A Eligibility Criteria and Section - B Evaluation Criteria
- b. Each requirement of Section-A is mandatory and applications must meet all requirements to be considered as qualified and applications failing to meet any of the requirements shall be deemed as *disqualified*.
- c. Applications qualified in Section-A shall be considered for Section – B and must obtain at least 70 marks to be considered as qualified otherwise application shall be deemed as disqualified.

#### **SECTION A – ELIGIBILITY CRITERIA**

<b>S No</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>
1	The firm must not be in Active Blacklisted Firms during evaluation of application by NICL  <b><i>Attach undertaking on legally valid and attested Stamp Paper of worth Rs. 100 declaring that the firm is Not Blacklisted/Debarred by any Provincial or Federal Government Department, Autonomous Body or Private Organization in Pakistan.</i></b>		
2	The firm must be an Active Taxpayer with respective authority during evaluation of application by NICL  <b><i>Attach NTN/Tax Registration certificate with Reg No.</i></b>		
3	The firm must accept all information mentioned in this document by owner/director/authorized person to sign on		



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	<p>behalf</p> <p><b>Attach all pages signed and stamped with application with Power of Attorney on legally valid and attested Stamp Paper of worth Rs. 100, executed by the authorized representative of the bidder, authorizing the signatory to sign and submit the proposal on behalf of the firm.</b></p>		
4	<p>The firm must have an office in Karachi or Lahore or Islamabad/Rawalpindi</p> <p><b>Attach copies of ownership documents/tenancy agreement/last paid utility bill clearly mentioning company name/any other documentary evidence issued by an authority in Pakistan with address</b></p>		
5	<p>The firm must possess experience of at least 5 years on the date of opening of all applications by NICL.</p> <p><b>Attach letter of incorporation/registration certificate/any documentary evidence showing date of registration of the firm</b></p>		

### **SECTION – B EVALUATION CRITERIA**

S No	Description	Maximum Marks	Obtained Marks
1	<p><b>Experience</b></p> <p>a. Equal to or Above 20 Years 15 Marks</p> <p>b. Equal to or Above 15 Years but Less than 20 Years 10 Marks</p> <p>c. Equal to or Above 10 Years but Less than 15 Years 8 Marks</p> <p>d. Equal to or Above 5 Years but Less than 10 Years 05 Marks</p> <p>e. Less than 5 Years 0 Marks</p> <p><b>Attach copy of letter of incorporation/registration certificate/ any documentary evidence showing date of registration of the firm</b></p>	<b>15</b>	
2	<p><b>Similar Services Experience</b></p> <p>a. Equal to or above 15 Years 15 Marks</p> <p>b. Equal to or above 10 Years but Less than 10 Marks</p>	<b>15</b>	



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	<p>15 Years</p> <p>c. Equal to or above 5 Years but Less than 10 Years 5 Marks</p> <p>d. Equal to or above 2 Years but Less than 05 Years 2 Marks</p> <p>d. Less than 2 Years 0 Marks</p> <p><b><i>Attach appointment letters/work orders/contracts</i></b></p>														
3	<p><b>Number of management cadre positions filled (senior, middle and lower management) in the last 5 years</b></p> <table border="1"> <tr> <td>a.</td> <td>Equal to or Above 150 positions</td> <td>15 Marks</td> </tr> <tr> <td>b.</td> <td>Equal to or Above 100 positions</td> <td>10 Marks</td> </tr> <tr> <td>c.</td> <td>Equal to or Above 50 positions</td> <td>05 Marks</td> </tr> <tr> <td>c.</td> <td>Less than 50 positions</td> <td>00 Marks</td> </tr> </table> <p><b><i>Attach appointment letters and/or documentary proof</i></b></p>	a.	Equal to or Above 150 positions	15 Marks	b.	Equal to or Above 100 positions	10 Marks	c.	Equal to or Above 50 positions	05 Marks	c.	Less than 50 positions	00 Marks	15	
a.	Equal to or Above 150 positions	15 Marks													
b.	Equal to or Above 100 positions	10 Marks													
c.	Equal to or Above 50 positions	05 Marks													
c.	Less than 50 positions	00 Marks													
4	<p><b>Type of clients for recruitment services of similar nature</b></p> <p>a. Both Public and Private Sector 15 Marks</p> <p>b. Public Sector 10 Marks</p> <p>c. Private Sector 05 Marks</p> <p><b><i>Attach appointment letters/work orders/contracts</i></b></p>	15													
5	<p><b>Firm's Financial Strength. Firm to have average annual revenue during the last three (03) years</b></p> <p>a. Equal to or Above 200 million 20 Marks</p> <p>a. Equal to or Above 150 million 15 Marks</p> <p>b. Equal to or Above 100 million 10 Marks</p> <p>Equal to or Above 50 million 05 Marks</p> <p>b. Less than 50 million 00 Marks</p> <p><b><i>Attach audited financial statements/tax returns/bank account statement for the last three years (2025, 2024 and 2023)</i></b></p>	20													
6	<p><b>Team Experience</b></p> <p><b>a. Managerial</b></p> <p>a. Equal to or above 08 Years 10 Marks</p> <p>b. Equal to or above 06 Years but Less than 08 Years 8 Marks</p> <p>c. Equal to or above 04 Years but Less than 06 Years 6 Marks</p>	20													



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d.	Equal to or above 02 Years but Less than 04 Years	4 Marks		
e.	Less than 2 Years	2 Marks		
<b>b. Technical</b>				
a.	Equal to or above 08 Years	10 Marks		
b.	Equal to or above 06 Years but Less than 08 Years	8 Marks		
c.	Equal to or above 04 Years but Less than 06 Years	6 Marks		
d.	Equal to or above 02 Years but Less than 04 Years	4 Marks		
e.	Less than 2 Years	2Marks		
<b>Attach relevant experience letters/ Resume/CVs of each employee</b>				
<b>TOTAL</b>			<b>100</b>	

### 5. Qualification and Award of Contract

- a. All applications shall be evaluated strictly in accordance to the Qualification Criteria
- b. Top 3 qualified firms based on highest scores based on Evaluation Criteria shall be considered for appointment via open framework agreements.
- c. In case of a tie in the total marks obtained by firms, a tie break mechanism shall be adopted to identify the top three firms based on the following conditions (in order of priority)
  3. Number of management cadre positions filled (senior, middle and lower management) in the last 5 years
  4. Type of clients for recruitment services of similar nature
- d. If the number of technically qualified bidders is less than 3, then the number of bidders qualified shall be appointed accordingly.
- e. The assignments for recruitment services of employees shall be NICL on an '**as and when required**' basis. NICL, at its own discretion, may engage firm from among the selected firms through issuance of letter of appointment for the required recruitment. The recruitment undertaken for each resource required for an individual post or multiple posts shall be deemed as a separate service here under.
- f. The overall tenure of the appointment of the firms shall be three (03) years via Open Framework Agreements, commencing from the date of execution of the agreement.

### 6. Schedule

Application Submission Deadline	Application Opening
7th April 2026 at 10:30 am	7th April 2026 at 11:30 am

### 7. Application Submission Requirements



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### **Hard Copy**

- a. The application, with all documents attached, shall be submitted in a single sealed envelope with title of the task and name of firm and shall be dropped in the tender box outside the room of Manager Procurement at address mentioned below.

### **Soft Copy**

- b. The application, submitted in hard copy sealed envelope, is required to be scanned and emailed to [procurement@nicl.com.pk](mailto:procurement@nicl.com.pk) in clear PDF format by the deadline.

### **Application Opening**

- c. All applications received by the deadline shall be opened in the presence of the Bid Opening Committee and representatives of firms (as present) at the date and time mentioned above and shall be held in conference room on 3rd Floor, Left Wing, NICL Building, Karachi, Pakistan and online as per details mentioned below,

Microsoft Teams Meeting

**Join:** <https://teams.microsoft.com/meet/49977435821041?p=RL44BnFzF5oRjulK7p>

Meeting ID: 499 774 358 210 41

Passcode: Kz2sy7Qx

### **Guidelines**

- d. Any applications submitted after the deadline shall not be considered.
- e. In case of holiday announced by the Government of Pakistan or office of NICL is closed due to any unforeseen circumstances on date of application opening, the application submission deadline and opening date and time shall automatically be shifted to the next working day.

## **8. Application Validity**

- a. All applications and related information submitted must be valid for a period of 90 days from the date of opening of the applications to allow NICL to evaluate and seek approval for appointments of qualifying firms.

## **9. Instructions/General Conditions**

- a. Joint Venture (JV) is not allowed so only a single firm must submit one application.
- b. The selected firms shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities to any other firm
- c. Amendments or alterations/cutting etc., in the proposals must be attested by the signatory and are allowed before the proposal submission date and time.



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- d. The language of the proposal shall be in English, and proposals submitted in any other language shall not be considered.
- e. The applicant shall be selected after an open, competitive and transparent pre-qualification process in view of Rule 20 of Public Procurement Rules, 2004 of Pakistan.
- f. NICL reserves the right to reject all applications at any time as per PPRA Rules.

### **Manager (Procurement)**

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



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### **Application Submission Form (Annexure A)**

Date:

To,

Manager (Procurement)  
National Insurance Company Limited  
NICL Building, Abassi Shaheed Road,  
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 sections/clauses of the application documents provided by NICL.

2. NICL and its authorized representatives may contact the following officers 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  
Applicant with company stamp