



National Insurance Company Limited

Owned by the Government of Pakistan

Prequalification of Vendors for Repairing Services (NICL/Procurement/2026/31)

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1. Introduction

National Insurance Company Limited (the Company) is a public limited company under the Companies Act, 2017. The Company is 100% owned by the Government of Pakistan (GOP) and works under the administrative control of the Ministry of Commerce (MOC). The National Insurance Company Limited provides general insurance coverage to the State-Owned Moveable and Immovable Assets belonging to Federal and provisional Governments, Local Authorities, and Statutory Corporations. The offices and branches are in the following cities,

1. Head Office (Karachi)
2. Karachi Zonal Office
3. Lahore Zonal Office
4. Islamabad Zonal Office
5. Hyderabad Branch
6. Faisalabad Branch
7. Peshawar Branch
8. Muzaffarabad Branch
9. Quetta Branch

2. Objective

To prequalify and select service provider for providing repairing services for various equipment/items in use in NICL offices and branches on need basis via open framework agreements.

3. Scope of Services

The repairing services shall be required for the following,

LOT-1: IT Equipment

- a. Diagnosis, repair, and maintenance of CPU / Desktop Computers
- b. Repair and servicing of Printers (Laser, Inkjet, and Network Printers)
- c. Repair and servicing of Scanners
- d. Troubleshooting and repair of Servers
- e. Repair and replacement of faulty components in LED Monitors
- f. Installation and configuration support where required
- g. Replacement of defective parts such as power supply units, RAM, motherboard components, printer rollers, cartridges assemblies, and other related parts
- h. Preventive maintenance to ensure smooth functioning of IT equipment
- i. Any other IT-related repair services as required by the IT Department



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Lot 2 : Electric/Plumbing/Mechanical Equipment

- a. Repair and servicing of Air Conditioners (Split and Window units)
- b. Repair and maintenance of Water Motors / Pumps
- c. Plumbing repair works, including fixing leakages, repairing pipelines, replacement of valves, taps, and fittings
- d. Maintenance and repair of water supply and drainage fixtures
- e. Minor electrical troubleshooting related to installed equipment
- f. Preventive maintenance of facility equipment to ensure proper functioning
- g. Any other repair or maintenance work related to building facilities as required by the Real Estate Department

Lot 3: Office Equipment

- a. Repair and Service of Photocopiers
- b. Repair and maintenance of Paper Shredders
- c. Repair of Electric Kettles
- d. Repair and servicing of Microwave Ovens
- e. Repair and maintenance of Pedestal Fans
- f. Minor office furniture repairs, including chairs, tables, cabinets, drawers, and fittings
- g. Replacement of damaged components and accessories where required
- h. Preventive maintenance services for office appliances
- i. Any other office equipment repair services as required by the Administration Department.



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4. Eligibility Criteria

LOT 1: IT EQUIPMENT

S No	Requirements	Compliance (Yes/No)
1.	The service provider/Firm must not be on Active Blacklisted Firms list on PPRA Website at time of evaluation of application	
2.	The service provider/firm must be an Active Taxpayer at the time of evaluation of application	
3.	The Service provider/firm must have office in the city for which application is submitted as per Annexure A - Application Submission Form Attach ownership documents/ valid tenancy agreements with last paid utility bill	
4.	The firm must have experience of at least 5 years Attach Letter of incorporation/SECP Registration or FBR NTN certificate with date.	
5.	The firm must have performed repairing services of IT equipment for at least 3 clients in Pakistan in the past 5 years Attach purchase order/work order/letter of enlistment/any other document as proof	
6.	The firm must have at least two resources for handling repair services on site and off site (as required) Attach CV/Profile of the resources	



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LOT 2 : ELECTRIC/PLUMBING/MECHANICAL EQUIPMENT

S No	Requirements	Compliance (Yes/No)
1.	The service provider/Firm must not be on Active Blacklisted Firms list on PPRA Website at time of evaluation of application	
2.	The service provider/firm must be an Active Taxpayer at the time of evaluation of application	
3.	The Service provider/firm must have office in the city for which application is submitted as per Annexure A - Application Submission Form Attach ownership documents/ valid tenancy agreements with last paid utility bill	
4.	The firm must have experience of at least 3 years Attach Letter of incorporation/SECP Registration or FBR NTN certificate with date.	
5.	The firm must have performed repairing services of similar equipment for at least 3 clients in Pakistan in the past 3 years Attach purchase order/work order/letter of enlistment/any other document as proof	



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LOT 3: OFFICE EQUIPMENT

S No	Requirements	Compliance (Yes/No)
1.	The service provider/Firm must not be on Active Blacklisted Firms list on PPRA Website at time of evaluation of application	
2.	The service provider/firm must be an Active Taxpayer at the time of evaluation of application	
3.	The Service provider/firm must have office in the city for which application is submitted as per Annexure A - Application Submission Form Attach ownership documents/ valid tenancy agreements with last paid utility bill	
4.	The firm must have experience of at least 3 years Attach Letter of incorporation/SECP Registration or FBR NTN certificate with date.	
5.	The firm must have performed repairing services of similar equipment for at least 3 clients in Pakistan in the past 3 years Attach purchase order/work order/letter of enlistment/any other document as proof	



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5. Schedule

Application Submission Deadline	Application Opening
9 th September 2026 at 10:30am	9 th September 2026 at 11:30am

6. Prequalification Process

- The process shall be conducted following the Single Stage – Single envelope procedure as per PPRA Rules.
- Opening shall be done as per schedule above in presence of vendors (as present).
- Evaluation shall be conducted for all applications as per requirements stated under Eligibility Requirements and all those who qualify shall be qualified and accepted for a contract period of 3 years through open framework agreements with assignments on need basis as per requirements of NICL.

7. Application Submission Requirements

- 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 dispatched/dropped in the tender box outside the room of Manager Procurement at address mentioned below by the deadline of **9th September 2026 at 10:30am**.

Manager (Procurement)
5th Floor, Left Wing, NICL Building,
Abassi Shaheed Road,
Karachi, Pakistan
procurement@nicl.com.pk

- Any applications submitted after the deadline shall not be considered.
- In case of holiday announced by Government of Pakistan on date of application opening, the application opening shall be conducted on the next working day at same time.

8. Opening of Applications

- 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,



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Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/468700933300094?p=BiOCxOSQh66wiTmlP>

Meeting ID: 468 700 933 300 094

Passcode: Cz3XF9uf

9. 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 all qualifying firms.

10. Delivery Time

- a. Services must be delivered within maximum of 3 days of issuance of Purchase Order (call off order by NICL) on “as and when required basis” at Karachi, Lahore and Islamabad Office.
- b. The vendor shall ensure timely completion of services to minimize disruption to NICL office operations.
- c. Any delay may result in cancellation of purchase order and being issued to the next supplier with 2nd lowest rates.

11. Payments Schedule

- a. The payment shall be made within 30 days subject to receipt of the complete documents, after delivery.
- b. Payment shall be issued after deduction and withholding of taxes as per rules.

12. Instructions and General Conditions

- a. Joint Venture (JV) shall not be allowed, and single service provider is allowed to submit application with documents related to the firm/company only.
- b. Applications must be submitted in English language only and proposals submitted in any other language shall not be considered.
- c. In case of a group of companies, only one company can apply for the enlistment.
- d. Amendments or alterations/cutting etc., in the proposals must be attested by the signatory and are allowed before the proposal submission date and time.
- e. In case of any clarifications required by Firms regarding the EOI documents, they may submit them via email procurement@nicl.com.pk by **1st September 2026 at 05:00pm**.
- f. The applications which are not accompanied by the documents required as per the EOI documents shall be declared non-responsive and their proposals will be rejected.
- g. Upon appointment, the selected firms shall not be allowed to transfer, assign, pledge, sublet, or outsource its services/supplies, rights and liabilities to any other.



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- h. 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.
- i. NICL reserves the right to reject all applications at any time as per PPRA Rules.

Manager (Procurement)

5th Floor, Left Wing, NICL Building,
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Annexure A- Application Submission 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 EOI 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 email address)
1.		
2.		

Name and Designation

Signature and Stamp



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Annexure B –Application Location Form

LOT

Please tick the lot for which application is submitted (as applicable)

- a. LOT 1: IT EQUIPMENT
- b. LOT 2: ELECTRIC/PLUMBING/MECHANICAL EQUIPMENT
- c. LOT 3: OFFICE EQUIPMENT

LOCATION

Please tick the cities where you have an office/shop (as per eligibility criteria above)

- a. Karachi
- b. Lahore
- c. Islamabad
- d. Hyderabad
- e. Faisalabad
- f. Peshawar
- g. Muzaffarabad
- h. Quetta

Name and Designation

Signature and Stamp