

# NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)

CUIN # 0041095

4<sup>TH</sup> FLOOR, SHAHEEN COMPLEX, ABOOT ROAD,  
LAHORE

042-99201551,99201588,99205533 , Website: [www.nicl.com.pk](http://www.nicl.com.pk)



## **PRE-QUALIFICATION NOTICE**

### **FOR ENLISTMENT OF INSURANCE SURVEYORS ON THE PANEL OF NICL**

1. National Insurance Company Limited (NICL) is a General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce, intends to invite pre-qualifications / Applications from Insurance Surveyors / Firms for provision of Survey services for Clients of NICL (Central Zone) Lahore/Faisalabad/Multan regions. All interested Surveyors based in Lahore/Faisalabad/Multan or having Branches in these regions are encouraged to apply.
2. Application Form along with Terms & Conditions can be downloaded from the websites of NICL <http://nicl.com.pk> & Public Procurement Regulatory Authority <http://ppra.org.pk> and can also be obtained free of cost from the office of undersigned on any working day (From Monday to Friday) during office hours.
3. Sealed/Stamped envelope clearly marked in bold and legible letters with “**ENLISTMENT OF SURVEYORS**” must reach at the given address by or before **25-04-2022** up to **11:00 AM**. The applications will be opened on the same day at **11:30 AM** in the presence of Applicants or their representatives who may like to be present at the **NICL 4<sup>th</sup> Floor, Shaheen Complex, Abbot Road, Lahore**. Late applications will not be entertained.
4. Only Income Tax / Sales Tax registered firms having valid registration with the Pakistan Engineering Council (PEC) and Securities and Exchange Commission of Pakistan (SECP) shall be eligible to participate in the bidding process. The firm must not have been blacklisted at the time of submission of their application form.
5. National Insurance Company Limited may reject any or all applications at any time prior to the acceptance of the application as this advertisement is only an invitation to treat. However, the company shall, upon request, communicate to any applicant who submitted an application, the grounds for its rejection of all applications, but is not required to justify those grounds.

**ZONAL HEAD**

**NATIONAL INSURANCE COMPANY LIMITED**

4<sup>th</sup> Floor, Shaheen Complex, Abbot Road,  
LAHORE.

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**APPLICATION FORM**

Name of Firm (in block letters): \_\_\_\_\_

Name of the Owner of the Firm: \_\_\_\_\_

Owner's CNIC Number: \_\_\_\_\_ (attach copy)

Qualifications of the Head of Firm \_\_\_\_\_ (attach CV)

Firm Registration No./ Date Incorporation with SECP: \_\_\_\_\_ (attach copy)

Firm Registration No. with PEC: \_\_\_\_\_ (attach copy)

NTN No. \_\_\_\_\_ (attach copy) SST Registration: \_\_\_\_\_ (attach copy)

Class of Business: (Please the relevant box)

Fire	Marine	Motor	MBD
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Experience in related field (Years): \_\_\_\_\_ No. of other Employees: \_\_\_\_\_ (Attach CV's)

No. of Employees: Professional / Engineers (Civil/Electrical/Mechanical: \_\_\_\_\_ (Attach CV's)

Already enlisted with NICL: \_\_\_\_\_ (Yes/No) Enlistment with other Insurers: \_\_\_\_\_ (Attach list)

Top 10 Surveys Projects (2018-19) with Client's Names & Insurer's Name: \_\_\_\_\_ (Attach List)

Income Tax/Sales Tax return of the firm of last 05 years \_\_\_\_\_ (Attach copy)

Address (Head Office) \_\_\_\_\_

Address (Branch) 1. \_\_\_\_\_

2. \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Mobile phone \_\_\_\_\_

Documents attached with the application:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

11. Others (if any) \_\_\_\_\_

Date of submission of Application : \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

Applicant's Signature & Company Stamp

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**TERMS & CONDITIONS**

1. The applications will be received by or before **25-04-2022** at 11:00 AM which will be opened on the same day at **11:30 AM** in the presence of Applicants or their representatives who may like to be present at NICL\_\_\_\_\_. Applications received late shall not be entertained.
2. Only those surveying firms which are registered for providing such services and having valid NTN & Sales Tax Registration and on Active Tax Payers List of FBR (attach valid documentary evidence) and are registered with Securities & Exchange Commission of Pakistan (SECP) are eligible to participate. They must not have been black listed at the time of submission of their Application/Form.
3. The firms which have previously submitted their profile shall again submit their applications as per required criteria.
4. Affidavit on Rs. 100/- stamp paper (in Original) that the firm has not been blacklisted by SECP, any Insurance Company Or any Govt., Semi-Govt., Federal or Provincial Department/ Organization.
5. NICL may reject/ disqualify any application if it finds at any time that the information submitted was false, fake and materially inaccurate.
6. Application Form must be filled completely & properly, otherwise it will be rejected.
7. Complete Profile, Book-lets and Brochures (if any) should be enclosed/ attached with the applications.
8. No Applicant shall be allowed to alter or modify his application after the envelopes/ applications have been opened. However the NICL may seek and accept clarifications to the application that do not change the substance of the proposal/application.
9. NICL shall evaluate the profiles/record/documents submitted by the applicant during a period of 45 days from the date of opening of Applications and shall communicate to those applicants who have not been pre-qualified the reasons for not pre-qualifying them within the 90 days from the dated of opening of Applications. Selected Surveyor firms shall also be communicated in writing
10. Selection shall be made as per standard criteria (Annex-1)
11. Contract with the successful applicants shall be made initially for a period of one year and further renewed/ extended every year (*upto three years*) on satisfactory performance. NICL can withdraw the enlistment in case of non-performance.
12. Incorrect information of any sort shall make the firm liable for the debarring from the contract in NICL, even after award of the Work Order/Contract.
13. Survey Fee/Charges shall be applicable as per approved rates of NICL (*subject to deduction of Government Taxes*) which shall be made through cross cheques in the name of Firm, No cash payment shall be made for any survey or services.
14. The National Insurance Company Limited may reject all applications or any application at any time as this advertisement is only an invitation to treat. However, the company may, upon request, communicate to any applicant who submitted an application, the grounds for rejection of an application per company policy.
15. Applications received by Fax or email shall not be accepted.

*Terms & Conditions, specified in the Pre-Qualification Document are fully understood and accepted and we hereby agreed to abide by and fulfill all the terms and conditions*

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Company Stamp

*Authorized Representative of the applicant*  
(Note: Please also submit Company visiting card)

**ZONAL HEAD**  
NATIONAL INSURANCE COMPANY LIMITED  
\_\_\_\_\_  
LAHORE

