



National Insurance Company Limited

Pre-qualification of Travel Agencies (NICL/OCB/2024-12)

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1. Objective

- a. To pre-qualify and enlist professional, capable and eligible licensed travel agencies for providing services to NICL on an 'As and when required basis'
- b. To ensure efficient and cost-effective air travel services to employees of NICL.
- c. To provide nonstop 24-hours services air travel services to employees of NICL.
- d. To enlist at least two travel agencies to allow smooth air travel services for employees of NICL.

2. Scope of Services

- a. Booking and provision of airline tickets for domestic flights as per requirements of NICL.
- b. Booking and provision of airline tickets along with visa processing for international flights as per requirements of NICL.
- c. The services shall be procured based on "AS AND WHEN REQUIRED".
- d. Payment shall be made within 30 days upon receipt of invoice(s).
- e. The Supplier shall identify the lowest fare.
- f. The Supplier shall offer a wider choice of Airlines while ensuring bookings at the lowest rates.
- g. The Supplier shall facilitate all travel plans as directed by the Procuring Agency, i.e., it shall purchase the air tickets, make bookings and reservations and assist with seating requirements and other formalities.

3. Technical Bid Evaluation Criteria

- a. Participants of the tender failing in mandatory requirements will be disqualified.
- b. Successful participants of the tender must obtain equal to or above 70% marks.
- c. Participants of the tender obtaining less than 50% marks in any section of the evaluation criteria shall be disqualified.
- d. The following factors have been considered as the basis of evaluation,

Mandatory Requirements (Section – A)

S No	Requirements	Yes	No
1.	The firm must have a registered office in Karachi or Lahore or Islamabad (Attach property ownership documents/tenancy agreement/last paid electricity bill)		
2.	The firm must not be blacklisted by a procuring agency as per PPRA Active Blacklisted firms on its website (Attached affidavit on legal paper as undertaking)		



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3.	The firm must be Active Taxpayer for Income Tax and Services Tax (Attach ATL check print of FBR website generated on date of preparation of bid)		
4.	The firm must be a registered/ a member of IATA accredited agencies (Attach relevant documents)		
5.	The firm/company should be registered with the Department of Tourism Services (DTS) (Attach relevant documents)		
6.	The firm must confirm the acceptance of all requirements of NICL (Attached signed and stamped copy of these bidding documents)		

Rating Summary (Section – B)

S No	DESCRIPTION	RATING	
		MAX. (%)	OBTAINED
1	Status of the Firm & General Requirements	20	
2	References and Past Experiences	60	
3	Capabilities and Physical Demonstration	20	
	Total	100	

1. Status of the Firm & General Requirements

S No	DESCRIPTION	%	MAX	OBTAINED
1.1	<p>Type of Firm</p> <p><input type="checkbox"/> Public / Private Limited</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Proprietorship</p> <p><input type="checkbox"/> None of the above</p> <p><i>(Please provide certificate of incorporation)</i></p>	100% 70% 30% 0%	5	
1.2	<p>Established Offices</p> <p>Registered Offices in (Karachi, Lahore, Islamabad)</p> <p><input type="checkbox"/> Nil</p> <p><i>(Please provide full details of all offices located across the country with ownership documents/tenancy agreements/last paid electricity bill)</i></p>	100% 0%	5	



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S No	DESCRIPTION	%	MAX	OBTAINED
1.3	<p>Average Annual Turnover in the last 3 years</p> <p><input type="checkbox"/> More than 10 million <input type="checkbox"/> Between 08 to 09 Million <input type="checkbox"/> Between 06 to 07 Million <input type="checkbox"/> Between 02 to 05 Million <input type="checkbox"/> Less than 02 Million</p> <p><i>(Please provide audit report / income tax return / bank Statement as available as an evidence)</i></p>	100% 70% 40% 30% 0%	5	
1.4	<p>Number of Contracts currently in hand</p> <p><input type="checkbox"/> At least 03 contracts <input type="checkbox"/> At least 02 contracts <input type="checkbox"/> At least 01 contracts <input type="checkbox"/> Nill</p> <p><i>(Provide the copies of contracts with various organizations)</i></p>	100% 70% 30% 0%	5	
	Total		20	

2. References and Past Experiences

S No	DESCRIPTION	%	MAX	OBTAINED
2.1	<p>Total work Experience</p> <p><input type="checkbox"/> Above 10 years <input type="checkbox"/> B/w 5-10 years <input type="checkbox"/> B/w 1-4 years <input type="checkbox"/> Less than 1 year</p> <p><i>(Please provide copies of work orders and other related documents)</i></p>	100% 75% 50% 0%	20	
2.2	<p>Clientele (Submit list of projects particularly relevant jobs)</p> <p><input type="checkbox"/> Government Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Others</p>	100% 75% 50%	20	



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2.3	Number of Relevant jobs handled in last 3 years <input type="checkbox"/> More than 8 <input type="checkbox"/> From 5 - 8 <input type="checkbox"/> From 2 - 5 <input type="checkbox"/> Less than 2 <i>(Please provide work orders and other documents as evidence)</i>	100% 75% 50% 0%	10	
2.4	Experience of relevant jobs <input type="checkbox"/> More than 5 years <input type="checkbox"/> B/w 2-5 years <input type="checkbox"/> B/w 1-2 years <input type="checkbox"/> Less than 1 year <i>(Please provide copies of work orders and other related documents)</i>	100% 75% 50% 0%	10	
TOTAL			60	

3. Company Profile and Capability

S No	DESCRIPTION	%	MAX	OBTAINED
3.1	Company profile, qualification of key technical staff and details of office setups Provided all three details. Provided any two Nothing Provided	100% 50% 0%	20	
TOTAL MARKS			20	

Bid must attain 50% marks in each of the evaluation criteria at S No 1 to 3



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4. Bidding Process

- a. The bidding process shall be conducted following the Single Stage – Single envelope procedure as per PPRA Rules with bid to be submitted in single sealed envelope **8th November 2024 3:30 pm** with bid opening to be conducted on same day at **4:00 pm**
- b. Bid Evaluation shall be conducted for all applications as per requirements of the bidding documents and all those who qualify shall be shortlisted and accepted as approved travel agencies on panel of NICL for a contract period of 3 years through open framework agreements with assignments on an as and when needed basis as per requirements of NICL.

5. Bid Submission Requirements

- a. Applications/Bids must contain signed copy of these bidding documents with Annexure A and Annexure B filled with details along with all documents required for evaluation.
- b. All applications/bids must be submitted in single sealed envelope titled '**Application/Bid for Pre-Qualification of Travel Agencies (NICL/OCB/2024-12)**' before or by the deadline of **8th November 2024 3:30 pm**.
- c. The sealed envelopes may be dropped into the **TENDER BOX** outside office of CM Procurement at address mentioned below at end of these bidding documents. Any sealed envelope not found in the tender box by the deadline shall not be considered.

6. Bid Validity

- a. All applications and related information submitted must be valid for a period of 90 days from the date of opening of the bid to allow NICL to evaluate and seek approval of shortlisting/enlistment of the qualified applicants.

7. Delivery Time

- a. Booking domestic air tickets within a minimum of half an hour.
- b. Arrangements of visa as per minimum time requirements required by embassy of country of visit.
- c. Booking international tickets within a minimum time of 1 day.

8. Payments Schedule

- a. The payment shall be made within 30 days of receipt of the invoice acceptable after provision of the services and related deliverables as per scope of services.
- b. Payment shall be issued after deduction and withholding of taxes as per rules and documents submitted for any tax exemptions.



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9. Award of Contract

- a. Qualified applicants shall be communicated in writing with the issuance of a letter of appointment which must be acknowledged within 7 days of issuance.
- b. Open Framework Agreements for a period of 3 years shall be signed with selected service providers who accept the letters of appointment issued by NICL within the stated deadline.

10. Instructions/General Conditions

- a. The bidder will be selected after an open, competitive, and transparent bidding process in view of Rule 20 of PPRA Rules, 2004.
- b. Bids must be submitted in English language only.
- c. Each page of the application/bid shall be signed by authorized representative of the bidder.
- d. In case of any clarifications required by bidders regarding the bidding documents, they may submit them via email to **procurement@nicl.com.pk** . NICL shall only submit replies to queries/clarifications received by **6th November 2024 5:00 pm**
- e. 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.
- f. The bidders shall bear all costs associated with the preparation and submission of their respective bids and NICL will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- g. Bidders are under obligations to read and understand the contents of the RFP and seek any information/clarification from NICL before submission of bids. NICL shall not be responsible towards the bidders for any of their claim or complaints which may arise because of non-reading or misreading the RFP by the bidders once the bids are opened.
- h. NICL will reject the proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

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



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Annexure 'A' – Bid Submission Form

Date:

To,

National Insurance Company Limited
NICL Building,
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 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.

S No	Name and Designation	Contact Details (Phone and email address)
1.		
2.		

Name and Designation

Signature



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Annexure 'B' – Financial Bid Performa

S No	Description	Service charges (Percentage of charges at S No 1, 2 and 3)
1	Arrangements/Booking for Domestic Airline tickets	
2	Arrangement/Booking for International Airline tickets	
3	Visa Application/Processing and related services	

- a. The percentages must be mentioned, and any cell left blank shall result in disqualification of the application/bid.
- b. The charges shall be as per the quote shared with NICL on an as and when needed basis for a period of 3 years as per letter of enlistment and the open framework agreement signed between both parties.