



NATIONAL INSURANCE COMPANY LIMITED

(OWNED BY THE GOVERNMENT OF PAKISTAN)

CUIN # 0041095

“SAY NO CORRUPTION”

TENDER NOTICE

RATES FOR SUPPLY OF COMPUTER PERIPHERALS

National Insurance Company Limited (NICL) is a public sector General Insurance Company owned by the Government of Pakistan, working under Ministry of Commerce. The management of NICL invites sealed bids (Single Stage Single Envelop) from authorized suppliers for rates of computer peripherals for supply to NICL Head Office (Karachi) Karachi Branch, Islamabad Branch and Lahore branch for a contract period of 1 year.

Bidding documents may be downloaded from NICL website (www.nicl.com.pk) or PPRA website (www.ppra.org.pk) (Detailed requirements, Evaluation criteria and terms and conditions)

Bid must be submitted in single sealed envelope (Stamped and Signed by Bidder) and clearly marked as ‘Bid for Rates for Supply of Computer Peripherals’. Bid must include bid security of Rs 10,000/- in the form of a Pay Order in favor of ‘National Insurance Company Limited’.

Sealed bid should be submitted in I.T department at address of respective locations by 15th December 2021 3:00pm which will be opened on the same day at 3:30pm in the presence of the bidders and bid opening committee.

Bidder must have registered office (Sales and Support) in Karachi or Lahore or Islamabad

IT Department
5th floor, NIC Building,
Abbasi Shaheed Road, Karachi, Pakistan.
Tel: 021-111-642-642 (Ext 6513) Email: it@nicl.com.pk

National Insurance Company Limited
Information Technology Department Head Office, Karachi

BIDDING DOCUMENTS

Rates for Supply of Computer Peripherals

TERMS & CONDITIONS:

- 1) Tender Notice has been published in one English and one Urdu newspaper, NICL website and PPRA website.
- 2) The bidder should submit their bids clearly marked in separate envelope “Bid for Rates for Supply of Computer Peripherals”
- 3) The firm **should be** registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned, and valid documentary evidence be attached).
- 4) The firm should have a minimum of 5 years relevant experience and must have registered office in Karachi or Lahore or Islamabad.
- 5) The bidder shall be required to submit a Pay Order for an amount of Rs.10,000/-, as Bid Security in favor of ‘National Insurance Company Limited’
- 6) Affidavit (on Stamp paper of minimum Rs.50/-) that the company is not blacklisted by Private, Govt. Semi Govt., or Autonomous Body).
- 7) Quoted rates (in Pak. Rs) should be inclusive all taxes. Lowest total shall be considered as lowest bid.
- 8) Bid must be submitted on bid form along with rate list for respective bids along with signature and stamp of bidder.
- 9) Sealed bid should be submitted in IT department at address of respective locations by **15th December 2021 3:00 pm** which will be **opened on the same day at 3:30 pm** in the presence of the bidders and bid opening committee.

IT Department, Head Office (Karachi)
5th floor, NICL Building,
Abbasi Shaheed Road, Karachi, Pakistan.
Tel: 021-99026513

IT Department, Lahore
Ex-Services International Hotel
Up mall Lahore-54-000
Tel: 042-35454530

IT Department, Islamabad
NICL Building Islamabad -44000
Jinnah Avenue, Blue Area, Plot # 63, F-7/G-7
Tel: 051-9100365

- 10) Bids, which are not accompanied by the documents at serial No. 3, 5 & 6, above, shall be declared Non-Responsive and they shall be disqualified.
- 11) Bid validity should be minimum for 90-days from the date of opening of bids.
- 12) Only one authorized representative per bidder will be allowed to attend the opening of bids.
- 13) The contractor shall be bound to deliver new computer peripherals within 3 working days of receipt of purchase order from NICL Head Office (Karachi) or Lahore or Islamabad branch.
- 14) Conditional or optional and incomplete bid will be treated as non-responsive.
- 15) The proposals should not have any over-writings or cutting and bids with any such defects may not be considered.
- 16) Contractor must execute his signature and seal on each page of bidding documents.
- 17) The Bid Security of unsuccessful bidders will be returned upon award of contract to the successful bidder.
- 18) The offices can be contacted Monday to Friday from 9:00 am to 5:00 pm
- 19) 1-year contract with the successful bidder shall be signed. The contract can be cancelled at any time if the provided computer peripherals are found to be old/used/faulty or not delivered within the stated time of 3 working days with reason such as out of stock not entertainable.
- 20) The contractor will provide new and genuine computer peripherals when required during the contract period on issuance of requisition in the form of 'Purchase Order' by NICL. No advance payment shall be made and shall be processed within 30 from receipt of original signed invoice.
- 21) The quoted rates should remain same during the contract period of 1 year.
- 22) Bidder may submit bid the Bid Security in form of pay order of Rs 10,000/- must be submitted for bid. The bid security shall remain with NICL till end of contract period. In case bidder cancels his bid or offer any time before award of contract, the Bid Security shall be forfeited by NICL and contract shall be awarded to 2nd lowest bid.
- 23) Payments shall be made on monthly basis subject to the deduction of government taxes (in the form of crossed cheque in the name of Contractor Company) after delivery of computer peripherals, as per requisition and on receipt of GST Invoice.
- 24) NICL may reject all bids or proposals at any time prior to the acceptance of a bid or proposals. NICL shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids, but is not required to justify those grounds.

Bid Form

Name of the Firm	
Address (Karachi or Lahore or Islamabad) (Cell ,Telephone, Fax & E-mail)	
Year of Establishment.	
Sales Tax Registration No. National/Income Tax No. (attach documentary evidence)	 <hr/> <hr/>
Banker's Name & Contact Details	
No. of Years of Experience related to similar contracts	
Whether Pay Order as Bid Security money is enclosed in the bid	Yes <input type="checkbox"/> No <input type="checkbox"/>
No. of Assignments in Hand (Current) (Please attach documentary evidence)	
No of Clients (Attach list)	
Affidavit on Stamp Paper (that the firm has not been blacklisted by Private, Govt, Semi Govt. or Autonomous Body)	Affidavit Attached : Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone Number: Office: Cell: _____ Date: _____	Contact Person: <hr/> Name & Designation <hr/> Authorized Signature & Stamp

S. No.	List of Computer Peripherals.	Rate per unit in PKR (with all taxes)
1	Optical Mouse (USB cable connectivity)	
2	Keyboard (USB cable connectivity U.S Keyboard Layout)	
3	Wireless Mouse (USB Dongle)	
4	Wireless Mouse and Keyboard Combo (USB Dongle U.S Keyboard Layout)	
5	Hard Disk 1TB SATA 3.5 7200 RPM (1 Year Warranty)	
6	Hard Disk 2TB SATA 3.5 7200 RPM (1 Year Warranty)	
7	Hard Disk 4TB SATA 3.5 7200 RPM (1 Year Warranty)	
8	Hard Disk 8TB SATA 3.5 7200 RPM (1 Year Warranty)	
9	Hard Disk 16TB SATA 3.5 7200 RPM (1 Year Warranty)	
10	Hard Disk (Enterprise) 1TB 7200 RPM (1 Year Warranty)	
11	Portable USB Hard Drive 1TB 3.0 (1 Year Warranty)	
12	Portable USB Hard Drive 2 TB 3.0 (1 Year Warranty)	
13	Portable USB Hard Drive 4 TB 3.0 (1 Year Warranty)	
14	Portable USB Hard Drive 8 TB 3.0 (1 Year Warranty)	
15	Portable USB Hard Drive 16 TB 3.0 (1 Year Warranty)	
16	1 TB Laptop HDD 2.5	
17	Cat 6 Full copper Cable Coil Box (Standardized Twisted pair cable for Ethernet)	
18	CMOS Cell (5 Pcs Packet)	
19	RJ45 Giga Connector (100 Pcs box)	
20	Network Cable Giga (3 Feet)	
21	Mouse Pad (Medium Size with cushion)	
22	Mouse Pad Size 8inch x 7inch (Black Square)	
23	Printer Data Cable USB (1 Meter)	
24	Printer Data Cable USB (5 Meter)	
25	Printer Data Cable USB (10 Meter)	
26	RAM DDR4 8 GB 2666 MHz (Desktop PC 1 Year Warranty)	
27	RAM DDR4 8 GB 3200 MHz (Desktop PC 1 Year Warranty)	
28	RAM DDR4 16 GB 2666 MHz (Desktop PC 1 Year Warranty)	
29	RAM DDR4 16 GB 3200 MHz (Desktop PC 1 Year Warranty)	
30	RAM DDR4 32 GB 2666 MHz (Desktop PC 1 Year Warranty)	
31	RAM DDR4 32 GB 3200 MHz (Desktop PC 1 Year Warranty)	
32	SSD Drive for Desktop PC 128 GB (Interface : SATA III, From Factor : 2.5in)	
33	SSD Drive for Desktop PC 256 GB (Interface : SATA III, From Factor : 2.5in)	
34	SSD Drive for Desktop PC 1TB (Interface : SATA III, From Factor : 2.5in)	
35	SSD Drive for Desktop PC 2 TB (Interface : SATA III, From Factor : 2.5in)	
36	Ram DDR4 4 GB for Laptop	
37	Ram DDR4 8 GB for Laptop	
38	Ram DDR4 16 GB 2666 Mhz for Laptop	
39	Ram DDR4 16 GB 3200 Mhz for Laptop	

40	Ram DDR4 32 GB 2666 Mhz for Laptop	
41	Ram DDR4 32 GB 3200 Mhz for Laptop	
42	Power Cables (Thin-Three-Wire Circuits)	
43	5 Port network Switch (Gigabit)	
44	8 Port network Switch (Gigabit)	
45	USB Flash Drive 16 GB 3.0 (1 Year Warranty)	
46	USB Flash Drive 32 GB 3.0 (1 Year Warranty)	
47	USB Flash Drive 64 GB 3.0 (1 Year Warranty)	
48	USB Flash Drive 128 GB 3.0 (1 Year Warranty)	
49	USB Hub (4 Port) Good Quality	
50	USB (External) Network Adopter.	
51	VGA Cable (3 feet)	
52	VGA Cable (6 feet)	
53	VGA Cable (10 feet)	
54	LAN Card (PCI)	
55	HDMI Cable (1 feet)	
56	HDMI Cable (1 meter)	
57	HDMI Cable (3 meter)	
58	HDMI Cable (6 meter)	
59	HDMI Cable (12 meter)	
60	HDMI Cable (18 meter)	
61	HDMI Cable (25 meter)	
62	Wi-Fi Router 2 Antenna 2.4 GHz 300 Mbps 4 10/100Mbps LAN Ports 1 10/100Mbps WAN Port 1	
63	Wi-Fi Router 3 Antenna 2.4 GHz 300 Mbps 4 10/100Mbps LAN Ports 1 10/100Mbps WAN Port 1	
64	DVD-R with plastic case (10 Pcs packet)	
65	Thermal Paste Syringe (1g)	
66	Thermal Paste Syringe (3g)	
67	Network Tool Kit 15 Piece–LAN Data Tester, RJ11/45 Crimper, 66 110 Punch Down, 20-30 Gauge Wire Stripper, Utility Knife, 2 in 1 Screwdriver, and Hard Case	
68	USB to SATA/IDE Converter	
69	Wi-Fi USB Adaptor internal antenna 2.4 GHz USB 2.0 150 Mbps	
70	USB to Ethernet Converter	
71	HDMI to VGA Cable Adaptor	
72	VGA to HDMI Converter	
73	Speaker USB Connectivity with 2.5W output	
74	Desktop Laser Printer Up to 20 ppm speed, print quality up to 1200 x 1200 x 2 dpi, connectivity Hi-Speed USB 2.0 (1-year warranty) (Minimum Specifications)(A4 and Legal Size paper printing area supported) (1 Year warranty)	
75	Desktop Laser Printer Up to 20 ppm speed, print quality up to 1200 x 1200 x 2 dpi, connectivity Hi-Speed USB 2.0 with wireless connectivity (1-year warranty) (Minimum Specifications) (A4 and Legal Size paper printing area supported and for Pakistan Region Only) (1 year warranty)	
76	LED Monitor 20 inch Widescreen with HDMI connectivity(1 Year Warranty)	
77	LED Monitor 22 inch Widescreen with HDMI connectivity (1 Year Warranty)	

78	Headphone with Microphone (10/12 Amp)	
79	Scanner Flatbed, Light source 3-color (RGB) LED, Optical resolution 2400 x 4800dpi, Interface USB2.0 High-Speed Mini-B, Maximum document size, A4/Letter (216 x 297mm) (Minimum Specifications)	
80	Screwdrivers all in one set (24 Pieces Set)	
81	Air Blower	
82	USB extension cable 3.0 (5 Meters)	
83	USB extension cable 3.0 (10Meters)	
84	Web Cam for PC (with Microphone (USB connectivity Full HD 1080P, 1920*1080 Pixels)	
85	Portable DVD Rom (USB Connectivity)	
86	SATA / IDE to USB Connector.	
87	Hot Air Heat Blower	
88	Patch Cable (3 feet)	
89	Patch Cable (6 feet)	
90	Network cable tester	
91	Head phone with Micro phone USB	
92	Head phone with Micro phone 3.5 mm Jack	
93	VGA Card	
94	PCI to USB Card	
95	PCI to Serial	
	Total :	

Bidder Signature & Stamp

- Bidders **MUST NOT** mention brand and model name in items above.
- All rates quoted for items above **MUST** be new and not used/refurbished
- All items **MUST** be for sale in Pakistan through authorized channels and for Pakistan region with local warranty of 1 year for items as mentioned in list above.

Bid Eligibility Criteria

S No	Mandatory Requirement	Attached (Yes/No)
1.	Established since at least 5 years on date of bid submission (Attach letter of incorporation/FBR Tax Payer Registration Certificate)	
2.	Registered Office in Karachi, or Lahore or Islamabad (Attach details of registered office with address and contact details and copy of electricity bill paid in current/previous month)	
3.	Past 3 years relevant/similar experience related to supply of computer peripherals (Attach at least 3 copies purchase orders/agreements/contract copies without financials)	
4.	Active Sales Taxpayer with respective tax authority (Attach copy of Active Tax Payer and copy of returns filed in current year)	
5.	Undertaking on stamp paper duly attested by notary public that bidder has not been blacklisted by any federal government organization of the Government of Pakistan. (To be verified using PPRA website)	
6.	Rate List filled with rates for all computer peripherals from S No 1-95	
7.	Bid Form filled with all required information	
8.	Pay Order of Rs 10,000/- attached in bid	

Bidder Signature & Stamp