TENDER NOTICE FOR PROVISION OF INSURANCE OF OFFICE VEHICLES

Invitation to Bids:

Quaid-e-Azam Solar Power (Pvt.) Ltd. invites sealed bids/proposals from tax registered and financially sound firms/companies for provision of Insurance of Office Vehicles.

Terms and Conditions:

2. The bidding firm must have local presence (Lahore) and a registered office in Pakistan.
3. The bidding firm must be registered with Sales Tax and Income Tax Department, Punjab Revenue Authority and SECP (attach copies of registration certificates).
4. The bidding firm should provide certification of minimum AA rating by PACRA/JCR-VIS.
5. The bidding firm should submit complete organizational portfolio along with their organogram.
6. The bidding firm should have a minimum of 5 years’ experience of vehicle insurance business, preferably with Government, Semi-Government and autonomous bodies (attach relevant evidentiary documents) and provide outline of similar assignments mentioning description, client, location, duration, start & finish dates and approximate value of such services.
7. The bidding firm should not be blacklisted by any public or private sector organization (attach an affidavit).
8. The bidding firm should provide list of present clients and policy exclusions.
9. The bidding firm should provide evidence of total professional experience and time period for settlement of vehicle claims.
10. All documents submitted by the bidder must be duly signed by the bidder/authorized representative and should have a Company Seal on them.
11. QA Solar will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.
12. Rated quotes should be in Pak Rupees, inclusive of all applicable taxes. If not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes. These rates quoted shall remain valid for a period of 12 months.
13. The procuring agency may increase/decrease the number of vehicles, depending upon new induction/deduction.
14. CDR of two percent (2%) of the value of one year quoted price in the form of pay order or demand draft favoring Quaid-e-Azam Solar Power (Pvt.) Ltd., valid for at least 12 months, shall be provided by the bidding firm.
15. The bids must be delivered to the following address by or before 3 p.m., 10th October, 2016:

MANAGER HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.,
3rd Floor, NIB Building, 83/A, E-1,
Main Boulevard, Gulberg-III, Lahore.

16. The bids will be publically opened on the aforementioned date at 3:30 p.m. in the Conference Room of QASP office.
17. The bid validity period is 90 days, starting from the date of opening of bids.
18. The contract will be awarded to the lowest evaluated bidder for a period of 12 months, subject to extension upon mutual consent.
19. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid/proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
20. If the technical proposal of any of the bidding firms does not fulfil the aforementioned criteria and/or the Commercial Proposal Terms (Annexure-A), they will be considered disqualified and their bids will be returned unopened.
21. Late received bids will be returned unopened. No alteration/amendment shall be allowed after submission.

DETAI L OF 9 VEHICLES

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Model</th>
<th>CC</th>
<th>Manufacturing Year</th>
<th>Cost (Rs)</th>
<th>Registration No.</th>
<th>Chassis Number</th>
<th>Engine Number</th>
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