

## **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:**

1. The bidder should submit a single package containing 'Technical Proposal' and 'Financial Proposal'.
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., 10<sup>th</sup> October, 2016:

**MANAGER HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.,  
3<sup>rd</sup> 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.

**DETAIL OF 9 VEHICLES**

Vehicle	Model	CC	Manufacturing Year	Cost (Rs)	Registration No.	Chassis Number	Engine Number
Suzuki	Cultus	993	2014	1,034,000/-	LEJ-14-1106	SF410PK500113	PKF593233
Suzuki	Cultus	993	2014	1,034,000/-	LEJ-14-1107	SF410PK500148	PKF593267
Suzuki	Cultus	993	2014	1,034,000/-	LEJ-14-1108	SF410PK500116	PKF593235
Honda	Civic	1799	2014	2,494,000/-	LEA-14-3197	NFBFB2669ER119514	R18Z13745452
Toyota	Corolla	1299	2014	1,625,500/-	LEJ-14-1043	NZE1402187166	Y998159
Toyota	Corolla	1299	2014	1,575,500/-	LEJ-14-1046	NZE1402188409	Z009310
Toyota	Corolla	1299	2014	1,625,500/-	LEJ-14-1047	NZE1402187939	Z005462
Toyota	Corolla	1299	2015	1,845,500/-	LEJ-15-1527	NZE170R4048659	Z332285
Toyota	Hilux	2494	2014	3,672,000/-	LEJ-14-1042	KUN25R9605331	2KDU456054