



National Rural Support Programme

National Rural Support Programme

IRM Complex, 7, Sunrise Avenue, Park Road, Chak Shehzad,
Near COMSATS University, Islamabad. Ph: +92-51-8746170-3

Date: December 07, 2022

Tender Documents
For
Private Vehicles Comprehensive Insurance
For NRSP Vehicles Fleet

Tender No. RQ-969

Bidder's Signature and Stamp

NEWSPAPER ADVERTISEMENT

NRSP	TENDER NOTICE
National Rural Support Programme	
<p>National Rural Support Programme (NRSP) invites sealed bids for the Private Vehicles Comprehensive Insurance for NRSP Vehicles Fleet from the registered Insurance companies having past experience of similar projects. Details and Terms & conditions are available in the tender documents that can be downloaded free of cost from NRSP web site https://nrsp.org.pk/tenders/. Last date for submission of sealed bids is December 20, 2022 till 3:00pm to the undersigned office at Islamabad. NRSP reserve the right to accept or reject any/all bids without any reason thereof.</p>	
<p>In-charge Procurement, National Rural Support Programme, IRM Complex, #7 Sunrise Avenue, Park Road, ChakSahzad, Near COMSATS University, Islamabad, Ph: 051-8746170-3</p>	

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<i>Bid Details</i>		
1.	Date of availability of tender documents on NRSP website	December 07, 2022
2.	Last date for sending queries/question or clarifications	December 10, 2022
3.	Last date for reply of queries/question or clarifications by NRSP and pre bid meeting	December 12, 2022
4.	Last date, time and address for receipt of Tender Documents/bids (in hard copies)	December 20, 2022 By 3:00 p.m.(PST) National Rural Support Programme, #7 Sunrise avenue, Near COMSATS University, Park Road, Chak Shahzad, Islamabad, Tel:+92(51) 8746170-173
5.	Date and Time of Opening of Tenders/Bids (Technical bids)	December 20, 2022 by 3:30p.m.(PST)
6.	Place of opening	National Rural Support Programme, #7 Sunrise avenue, Near COMSATS University, Park Road, Chak Shahzad, Islamabad, Tel:+92(51) 8746170-173
7.	Address for communication and correspondence	As above
8.	Contact for Queries/ Communications	Interested companies are requested to send their queries on the following email: procurement@nrsp.org.pk . The email query should clearly mentioned the following details, so that in case of any clarification, the same maybe issued to them: <ul style="list-style-type: none"> • Name of Company, Contact person, Mailing address, Telephone No. Email address, Mobile No. etc

Note: Technical Bids will be opened in presence of the companies' representative who choose to attend the events.

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1. Introduction

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Ordinance 1984.

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 56 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than half a million poor households organized into a network of more than 115,076 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

2. Background

NRSP has a fleet of vehicles which included cars and light vehicles. The total number is around 200 in all over Pakistan. NRSP intends to get the services of Insurance Company having previous experience of handling the private vehicles comprehensive insurance of this size of fleet having network of affiliated workshop across Pakistan especially in the areas of NRSP operation.

3. Insurance details

Risks to be covered.

Below are the minimum risks to be covered.

I. Loss or Damage

- a) Accidental external means
- b) Fire, external explosion, self-ignition r lighting or frost
- c) Burglary, house/office-breaking, theft or snatching
- d) Malicious act
- e) Riot, strike
- f) Flood, hail, wind, hurricane, cyclone, tornado or typhoon
- g) Terrorism, bomb blast,
- h) Earthquake, volcanic, eruption or other convulsion or nature and
- i) Whilst in transit by air, road, rail, inland waterway, lift or elevator

II. Liability to Third Parties

- a) Death of or bodily injury to any person
- b) Damage to property and/or motor vehicle

III. Fleet to be insured.

The tentative list of fleet to be covered is attached as **Annex "A"**. List is subject to change as per NRSP policy.

4. Submission of Bids

- a) All the Bids shall be furnished on **Single Stage two Envelope Procedure**
- b) One Technical bid complete in all respect in one envelope marked as technical bid and Separate Financial bid with complete details in second envelope marked as financial bid should be submitted in further one outer sealed envelope sealed, clearly marked as "Bid for Private Vehicles Comprehensive Insurance".

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- c) Company profile including staff details.
- d) Prices should be inclusive of all applicable taxes, services etc.
- e) Prices quoted will be firm for the entire period of Contract. All prices to be quoted in Pak Rupees, and must clearly state all applicable taxes/services which must be included in quoted price.
- f) Bid Security @2% of the total deliverable in the shape of Call deposit/Pay Order/Demand Draft/cashier cheque in the name of NRSP.
- g) The bidders should take care in submitting the bid and ensure that enclosed papers will be properly numbered and submitted in a file in proper manner.
- h) The bids to this tender must be submitted latest by December, 20 2022, 3:00pm. Electronic proposals will not be entertained. Any proposals delivered after due date and time will be considered non- responsive and disqualified from further consideration. The Bids should be addressed to:

Procurement Department
National Rural Support Programme,
#7 Sunrise Avenue, Near COMSATS University,
Park Road, Chak Shahzad, Islamabad.
Tel:+92(51) 8746170-173
- i) The bids will remain valid for a period of 90 days from the closing date of the bid. Any bid falling short of the validity period is liable for rejection.
- j) No bid can be withdrawn by the bidder subsequent to the closing date and time for submission of bids.
- k) Bidder are requested to disclose if they have sort or nature of Conflict of Interest.
- l) NRSP will form the contract/agreement with successful bidder on approved rate for the period of one year and may extend the agreement with mutual consultation of both parties.

5. Eligibility & Evaluation Criteria

The main criteria for applying to the tender is as follows.

A	Eligibility	Key	MoV (means of Verification)
1	Registered with Companies Ordinance & Licensed as Insurance Company by SECP	If available eligible if not would be ineligible.)	Copy of valid certificate from SECP or registrar of firms.
2	NTN and GST/PST certificates,	If available, eligible and if not any of these would be ineligible)	Copy of NTN, GST/PST certificates
B	Technical (70 Marks)		
1	Experience with NGO/ INGO / Microfinance Institutions / Microfinance Banks	10 01 mark for each year (Companies having no experience would be ineligible)	Copies of work orders, contacts/agreements, polices to be shared with technical bid

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2	Rating of Company as per PACRA	10	AAA (full Marks), AA+, AA, AA-(9,8,7 Marks), A+,A, (6,5 Marks), Below A (0 Mark) (companies with 0 marks would be ineligible)	Current certificate of PACRA rating.
3	No of Corporate Clients for motor vehicle business (Active Clients to whom contract/policies are continuing for the at least 3 years)	15	Upto 10 Client=05, 11-30 client=10, 31 and above full marks	Copies of work orders, contacts/agreements/policies to be shared with technical bid with contact details for top 10 clients.
4	Evidence of experience in the similar nature Private vehicles comprehensive insurance projects/contracts/clients (covering fleet of more than 200 vehicles)	10	More than 5 projects 10 marks 3 to 5 projects 5 marks 1 to 2 projects 2 marks No project 0 marks & ineligible	Copies of work orders, policies, certificates from clients, contacts/agreements to be shared with technical bid
5	Number of vehicles insured (Per Year, average of last three years)	5	More than 200,000= 5 marks 200,000 to 100,000= 3 marks Less than 100,000= 1 mark (provide complete details for the last three years as evidence)	Need to provide the undertaking with data of last three years on letterhead.
6	Average time to settle Claims	5	Less time will get full marks	Documentary evidence in shape of hard copies of MIS report to be required.
7	24/7 Call Centre/ Helpline to respond, serve/ support	3	If available then full Marks	Need details of call centers, UAN, Phone number, email, SMS, Whatsapp etc.
8	Panel workshops (Nationwide)	5	More than 200 workshops 5 marks 100 to 200 workshops 3 marks Less than 100 workshops 1 mark	Complete and updated No. of panel workshops Nationwide list of panel workshops to be shared with technical bid.
9	Availability of panel workshops in the NRSP work area which is: Nowshera – KP, Islamabad, Rawalpindi, AJK, Sargodha, Lahore, Rahimyar Khan, DG Khan, Bahawalpur, Hyderabad, Turbat,	7	All cities 7 marks In upto 5 cities 5 marks Less than 5 cities 2 mark	Complete and updated No. of panel workshops for the NRSP working area to be shared separately with technical bid.
Total		70		

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C	Financial Evaluation (30 Marks)		
1	Lowest Financial Offer	30	
Total Score		100	

Bidder scoring the highest marks will be shortlisted for award.

6. Deliverables

Insurance cover against mentioned details in section 3 for Private Vehicles.

7. Bid Security

All bidders shall furnish Bid Security Deposit equivalent to **2% of the total Cost of Deliverables** in the form of Call deposit/Pay Order/Demand Draft/cashier cheque in favor of NRSP. Cheque will not be accepted in any case. After selection of successful bidder, NRSP will return/release the bid security to the unsuccessful bidders.

NRSP will forfeit the bid security in following cases.

- If bidders withdraw its bid during opening time or during the evaluation of tender.
- If successful bidder withdraw its bid prior to the contract/agreement or refuse to sign the contract/agreement.

8. Specific Terms & Conditions

- a) NRSP reserves the right to increase or decrease the quantity, if required and right to reject any or all bids without assigning any reason or cancel the process at any time without shortlisting any company or signing the contract.
- b) An effort by a bidder to influence NRSP, directly or indirectly THROUGH UNFAIR MEANS may result in the black listing for any future tender of NRSP.
- c) List of vehicles to be insured/covered would be provided on monthly basis to insurance company for coverage and payment of premium or as and when required.
- d) A Contract/agreement will be signed with successful bidder initially for one year with an option to renew the same for next year(s) for timely provision of appropriate services and method of payment. Failure to meet the conditions of the contract/agreement will result in cancellation of the contract/agreement at the risk and cost of the bidder.
- e) Tender publication does not constitute any commitment on part of NRSP unless a written contract/agreement is signed by both parties.
- f) Exact quantities may vary slightly from estimated numbers where applicable.
- g) NRSP may inspect the Service delivery for shortlisted bidder prior to finalization (settlement of claims and duration of settlement of 2 years along with proof),

9. General Terms & Conditions

- a) The NRSP does not bind itself to accept the lowest or any bid and reserves the right to reject any or all bids at any point of time prior to the issuance award notification or signing of contract/agreement without assigning any reasons whatsoever.
- b) Good track-record and references from previous clients including documentary evidence in shape of agreements/contract with other national/international organizations for last five years for similar nature of work.

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- c) NRSP reserves the right to initiate re-tendering without providing any reason whatsoever. NRSP shall not incur any liability on account of such rejection.
- d) NRSP reserves the right to modify any terms, conditions, quantity or specifications for submission of offer and to obtain revised Bids from the bidders due to such changes, if any.
- e) Supplier code of conduct is attached for required compliance as **Annex B**.
- f) Canvassing of any kind will be a disqualification and the NRSP may decide to cancel the bidder from its empanelment.

10. Submission of Bid and required Documents

- a) The bid should be completed in all aspects and incomplete bid (s) will be rejected.
- b) Any Bid, submitted with incorrect / false information will be rejected. Further, if any bidder is found to have submitted incorrect / false information at any time, he may be debarred from participation in the future tendering processes.
- c) Bidders must provide the below mentioned documents as minimum with the **Technical bid**.
 - i. Covering letter.
 - ii. Signed & Stamped bidding documents
 - iii. **Technical bid in detail and complying with terms and conditions as per format provided as Annex - D**
 - iv. Company Profile with details, copy of registration certificate, copy of NTN and GST/PST certificate, details of experience with NGO/INGO/ MFIs/MFBs with period (pls attach contracts/MOUs/policies as documentary evidence), update and current PACRA rating, number of corporate clients for motor vehicles business (attach certificate from clients), details of similar projects (pls attach copies of contracts/policies or certificate from clients as documentary evidence), detailed of vehicles insured for the last three years (pls attach complete date of lives severed for the last three years on letter head) , Audit report for the last 2 years, Average time to settle claims (Pls attach any documentary evidence for this), details of 24/7 Call Centre/ Helpline to respond, experience of working with panel workshops (provide the list of current panel workshops nationwide), list of panel workshops for NRSP work area, Declaration of eligibility as per **Annex C**, any other document which can be helpful in technical evaluation etc.
(No financial would be attached with the technical bid)
- d) Bidders must provide the below mentioned documents as minimum with the **Financial bid**.
 - i. Financial bid in detail and complying with terms and conditions as pre format provided as **Annex-E**.
 - ii. Bid Security as per clause 7 with financial bid.
 - iii. Any other document which can be helpful in the financial evaluation.
- e) Once the bid is submitted in sealed cover by the bidder, the NRSP will not accept any addition / alterations / deletions of the Bid. However, the NRSP reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will submit the documentary evidence(s) as required by the NRSP.
- f) NRSP will scrutinize the bids to determine whether it is completed or errors made in the offer and the documents have been properly signed. Bids with incorrect information or not supported by documentary evidence, would be rejected. However, the NRSP, at its sole discretion, may waive any minor non-conformity or any minor irregularity in an offer. NRSP reserves the right for such waivers and this shall be binding on all bidders.

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- g) For proper scrutiny, evaluation and comparison of bids, NRSP may, at its discretion, ask some or all bidders providers for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

11. Bid Currency & Language

All prices shall be expressed in Pakistani Rupees only and the language is English.

12. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bid.

13. Bidding Document

- a) The bidder is expected to examine all instructions, forms, Terms and Conditions in the Bidding Document.
- b) Bidder should not add, omit, or change any item, term or condition in the original paper.
- c) If the bidder has any additional terms & conditions this shall be stipulated in a separate letter accompanying the bid.
- d) Bidder are requires to attached this bidding documents duly signed and stamped of company with bid/proposal.

14. Deadline for Submission of Bids

- a) Bids must be received by NRSP at the address specified in the bid document not later than the specified date and time as mentioned in the bid document. In the event of the specified date of submission of bids being declared a holiday for NRSP, the bids will be received up to the appointed time on next working day.
- b) NRSP may, at its discretion, extend this deadline for submission of bids by amending the bid documents.

15. Confidentiality Statement

All data and information received from NRSP for the purpose of this tender is to be treated confidentially and is to be used ONLY in connection with the execution of this tender. All intellectual property rights arising from the execution of this tender are assigned to NRSP. The contents of written materials obtained and used in this tender may not be disclosed to any third parties without the expressed advance written authorization of NRSP. NRSP may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

16. Rejection of the Bid

The Bid is liable to be **rejected** if:

- a) The document doesn't bear signature of authorized person.
- b) It is received through E-mail or Whatsapp etc.
- c) If the bid is submitted without the bid security deposit or less bid security.
- d) It is received after expiry of the due date and time stipulated for bid submission.
- e) Incomplete bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the NRSP.

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17. Modifications and Withdrawal of Bids

- a) No bid will be modified after the deadline for submission of bids. Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
- b) No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

18. Bid Opening and Evaluation

- a) The NRSP will open the bids, in the presence of Bidders and their representative(s) if any, authorized by the bidder to attend, at the time, date mentioned in Bid document and at the address mentioned at bidding details.
- b) The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for NRSP, the bids shall be opened at the appointed time and place on next working days.
- c) Bidders satisfying the technical requirements as determined by the NRSP and accepting the Terms and Conditions of this document shall be short-listed.
- d) Decision of the NRSP in this regard shall be final and binding for the bidders.
- e) The contract/agreement will be awarded only to the successful responsive bidder.
- f) NRSP reserves the right to negotiate with first, second, third bidder etc. if offer is above the available budget or successful bidder is not able to provide the services or.

19. NRSP's Right to Accept or Reject Any bids or all bids

NRSP reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the ground for NRSP's action.

20. Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

21. Authorized Signatory

The bidder should indicate the **authorized officials from their organization** who is focal person for this tender, can discuss, correspond, sign agreements / contracts, raise invoice and accept payments and also to correspond. The bidders should **furnish proof of signature of the authorized personnel** for above purposes *as* required by the NRSP.

22. Appeals

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

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Annex- A

Sr. #	Location	Description	Registration	Make	Model	C.C	Market Value
1	AJK	GLI Car	EJ-318	TOYOTA	2015	1299CC	2,200,000
2	AJK	GLI Car	ACV-387	TOYOTA	2018	1299CC	2,200,000
3	AJK	Cultus Car	APH-982	SUZUKI	2019	1000CC	2,000,000
4	AJK	GLI Car	ALS-804	TOYOTA	2018	1299CC	2,200,000
5	AJK	Cultus Car	APH-981	SUZUKI	2019	1000CC	2,000,000
6	AJK	GLI Car	AKU-833	TOYOTA	2018	1299CC	2,200,000
7	AJK	Cultus Car	APH-702	SUZUKI	2019	1000CC	2,000,000
8	AJK	GLI Car	ALX-533	TOYOTA	2018	1299CC	2,200,000
9	AJK	Cultus Car	APH-701	SUZUKI	2019	1000CC	2,000,000
10	AJK	Cultus Car	APH-710	SUZUKI	2019	1000CC	2,000,000
11	AJK	Cultus Car	APH-709	SUZUKI	2019	1000CC	2,000,000
12	AJK	Cultus Car	APH-706	SUZUKI	2019	1000CC	2,000,000
13	AJK	Cultus Car	APH-987	SUZUKI	2019	1000CC	2,000,000
14	AJK	Cultus Car	APH-983	SUZUKI	2019	1000CC	2,000,000
15	AJK	Cultus Car	APH-984	SUZUKI	2019	1000CC	2,000,000
16	AJK	Cultus Car	APH-986	SUZUKI	2019	1000CC	2,000,000
17	AJK	Cultus Car	APG-582	SUZUKI	2019	1000CC	2,000,000
18	AJK	Cultus Car	APG-587	SUZUKI	2019	1000CC	2,000,000
19	AJK	Cultus Car	APG-579	SUZUKI	2019	1000CC	2,000,000
20	AJK	Cultus Car	APG-580	SUZUKI	2019	1000CC	2,000,000
21	AJK	Cultus Car	APG-581	SUZUKI	2019	1000CC	2,000,000
22	AJK	Cultus Car	APG-608	SUZUKI	2019	1000CC	2,000,000

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23	AJK	Cultus Car	APG-604	SUZUKI	2019	1000CC	2,000,000
24	AJK	Cultus Car	ANZ-702	SUZUKI	2018	1000CC	2,000,000
25	AJK	Cultus Car	APH-850	SUZUKI	2019	1000CC	2,000,000
26	AJK	Cultus Car	APH-856	SUZUKI	2019	1000CC	2,000,000
27	AJK	Cultus Car	APH-847	SUZUKI	2019	1000CC	2,000,000
28	AJK	Cultus Car	APH-854	SUZUKI	2019	1000CC	2,000,000
29	AJK	Cultus Car	APH-852	SUZUKI	2019	1000CC	2,000,000
30	AJK	Cultus Car	APH-851	SUZUKI	2019	1000CC	2,000,000
31	AJK	Cultus Car	APH-849	SUZUKI	2019	1000CC	2,000,000
32	AJK	Cultus Car	APH-560	SUZUKI	2019	1000CC	2,000,000
33	AJK	Cultus Car	AME-639	SUZUKI	2019	1000CC	1,800,000
34	BWP	Cultus Car	ALJ-225	SUZUKI	2018	1000CC	1,800,000
35	BWP	Cultus Car	AKA-684	SUZUKI	2018	1000CC	1,800,000
36	BWP	Cultus Car	ALH-249	SUZUKI	2018	1000CC	1,800,000
37	BWP	Cultus Car	ALH-668	SUZUKI	2018	1000CC	1,800,000
38	BWP	Cultus Car	ALH-508	SUZUKI	2018	1000CC	1,800,000
39	BWP	Cultus Car	AKA-871	SUZUKI	2018	1000CC	1,800,000
40	BWP	Cultus Car	ALJ-229	SUZUKI	2018	1000CC	1,800,000
41	BWP	Cultus Car	ALH-516	SUZUKI	2018	1000CC	1,800,000
42	BWP	Cultus Car	ALH-481	SUZUKI	2018	1000CC	1,800,000
43	BWP	Cultus Car	AME-423	SUZUKI	2018	1000CC	1,800,000
44	BWP	XLI CAR	Car-ZF-915	TOYOTA	2013	1299CC	2,100,000
45	BWP	XLI CAR	CAR-ZG-158	TOYOTA	2013	1299CC	2,100,000
46	BWP	XLI CAR	Car-ZG-159	TOYOTA	2013	1299CC	2,100,000
47	BWP	XLI CAR	Car-ZF-923	TOYOTA	2013	1299CC	2,100,000

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48	BWP	XLI CAR	BG-475	TOYOTA	2013	1299CC	2,100,000
49	BWP	XLI CAR	BG-476	TOYOTA	2013	1299CC	2,100,000
50	BWP	XLI CAR	CAR ZF-918	TOYOTA	2016	1299CC	2,100,000
51	BWP	GLI CAR	AAY-412	TOYOTA	2018	1299CC	2,200,000
52	BWP	Cultus Car	ALF-281	SUZUKI	2018	1000CC	1,800,000
53	BWP	Cultus Car	ALF-294	SUZUKI	2018	1000CC	1,800,000
54	BWP	Cultus Car	ALF-296	SUZUKI	2018	1000CC	1,800,000
55	BWP	Cultus Car	ALF-297	SUZUKI	2018	1000CC	1,800,000
56	BWP	Cultus Car	ALF-563	SUZUKI	2018	1000CC	1,800,000
57	BWP	Cultus Car	ALF-580	SUZUKI	2018	1000CC	1,800,000
58	BWP	Cultus Car	ALE-718	SUZUKI	2018	1000CC	1,800,000
59	BWP	Cultus Car	ALE-719	SUZUKI	2018	1000CC	1,800,000
60	BWP	Cultus Car	ALE-955	SUZUKI	2018	1000CC	1,800,000
61	BWP	Cultus Car	ALE-956	SUZUKI	2018	1000CC	1,800,000
62	BWP	Cultus Car	ALE-960	SUZUKI	2018	1000CC	1,800,000
63	BWP	GLI CAR	ALG-857	TOYOTA	2018	1299CC	1,800,000
64	BWP	GLI CAR	ALG-860	TOYOTA	2018	1299CC	1,800,000
65	BWP	GLI CAR	FV-714	TOYOTA	2016	1299CC	2,200,000
66	BWP	GLI CAR	FV-673	TOYOTA	2016	1299CC	2,200,000
67	HO	VIGO	LA-734	TOYOTA	2006	2900CC	3,200,000
68	HO	HIACE Van	JW-532	TOYOTA	2006	2494CC	2,350,000
69	HO	Parado	NB-524	TOYOTA	2008	2980CC	4,500,000
70	HO	HIACE Van	NY-508	TOYOTA	2009	2980CC	2,350,000
71	HO	HIACE Van	NY-506	TOYOTA	2009	2980CC	2,350,000
72	HO	HIACE Van	NY-297	TOYOTA	2009	2900CC	2,350,000

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73	HO	HIACE Van	NY-285	TOYOTA	2009	2900CC	2,350,000
74	HO	GLI CAR	VE-636	TOYOTA	2012	1299CC	1,750,000
75	HO	XLI Car	VS-215	TOYOTA	2012	1299CC	2,050,000
76	HO	Cultus Car	AT-103	SUZUKI	2013	1000CC	1,200,000
77	HO	XLI Car	YD-197	TOYOTA	2013	1299CC	1,800,000
78	HO	Prado Fortuner	YZ-535	TOYOTA	2013	2700CC	5,400,000
79	HO	Cultus Car	CG-714	SUZUKI	2014	1000CC	1,100,000
80	HO	XLI Car	BX-189	TOYOTA	2014	1299CC	2,050,000
81	HO	XLI Car	BX-188	TOYOTA	2014	1299CC	2,050,000
82	HO	XLI Car	FY -751	TOYOTA	2015	1299CC	2,050,000
83	HO	XLI Car	FY-753	TOYOTA	2015	1299CC	2,050,000
84	HO	XLI Car	FY-735	TOYOTA	2015	1299CC	2,050,000
85	HO	Honda Car	FA-390	HONDA	2015	1799CC	2,500,000
86	HO	XLI Car	FY-751	TOYOTA	2015	1299CC	2,050,000
87	HO	XLI Car	AED-703	TOYOTA	2017	1299CC	2,050,000
88	HO	GLI CAR	ALX-534	TOYOTA	2018	1299 CC	2,400,000
89	HO	Cultus Car	ALH-669	SUZUKI	2018	1000CC	1,750,000
90	HO	Cultus Car	ALH-250	SUZUKI	2018	1000CC	1,750,000
91	HO	GLI CAR	ALE-310	TOYOTA	2018	1299CC	2,400,000
92	HO	GLI CAR	ALG-891	TOYOTA	2018	1299CC	2,400,000
93	HO	GLI CAR	ALC-179	TOYOTA	2018	1299CC	2,400,000
94	HO	GLI CAR	ALE-314	TOYOTA	2018	1299CC	2,400,000
95	HO	GLI CAR	AJF-533	TOYOTA	2018	1299CC	2,400,000

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96	HO	GLI CAR	AKU-831	TOYOTA	2018	1299CC	2,400,000
97	HO	GLI CAR	AKU-362	TOYOTA	2018	1299CC	2,400,000
98	HO	GLI Car	AMV-659	TOYOTA	2018	1299CC	2,400,000
99	HO	GLI Car	AMV-661	TOYOTA	2018	1299CC	2,400,000
100	HO	Honda Car	AMV-379	HONDA	2019	1799CC	3,200,000
101	HO	Honda Car	AMV-342	HONDA	2019	1799CC	3,200,000
102	HO	Grand Car	AMB-662	GRANDE	2019	1798CC	3,200,000
103	HYD	GLI Car	VC-896	TOYOTA	2012	1299CC	2,000,000
104	HYD	Wagon-R	ABS-569	SUZUKI	2016	1000CC	1,600,000
105	HYD	Wagon-R	AAF-243	SUZUKI	2016	1000CC	1,600,000
106	HYD	Wagon-R	ZZ-063	SUZUKI	2016	1000CC	1,600,000
107	HYD	Wagon-R	ABY-542	SUZUKI	2016	1000CC	1,600,000
108	HYD	Wagon-R	ABS-915	SUZUKI	2016	1000CC	1,600,000
109	HYD	Wagon-R	ACT-958	SUZUKI	2016	1000CC	1,600,000
110	HYD	Wagon-R	AAH-146	SUZUKI	2016	1000CC	1,600,000
111	HYD	Wagon-R	ZZ-066	SUZUKI	2016	1000CC	1,600,000
112	HYD	Wagon-R	ABS-958	SUZUKI	2016	1000CC	1,600,000
113	HYD	Cultus Car	APW-431	SUZUKI	2019	1000CC	2,000,000
114	HYD	Cultus Car	APW-433	SUZUKI	2019	1000CC	2,000,000
115	HYD	GLI Car	APT-187	TOYOTA	2019	1299CC	2,849,000
116	HYD	GLI Car	FU-840	TOYOTA	2015	1299CC	2,849,000
117	HYD	XLI Car	BEC-272	TOYOTA	2016	1299CC	2,100,000
118	HYD	XLI Car	BDC-989	TOYOTA	2016	1299CC	2,100,000

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119	HYD	XLI Car	BKH-185	TOYOTA	2016	1299CC	2,100,000
120	HYD	Wagon-R	AAF-637	SUZUKI	2016	1000CC	1,600,000
121	HYD	Wagon-R	ABC-946	SUZUKI	2016	1000CC	1,600,000
122	HYD	Wagon-R	ABC-951	SUZUKI	2016	1000CC	1,600,000
123	HYD	Wagon-R	AAH-156	SUZUKI	2016	1000CC	1,600,000
124	HYD	Wagon-R	ACT-962	SUZUKI	2016	1000CC	1,600,000
125	HYD	Wagon-R	ABY-565	SUZUKI	2016	1000CC	1,600,000
126	HYD	Wagon-R	ABY-516	SUZUKI	2016	1000CC	1,600,000
127	HYD	Wagon-R	ABX-225	SUZUKI	2016	1000CC	1,600,000
128	HYD	Wagon-R	ABX-289	SUZUKI	2016	1000CC	1,600,000
129	HYD	HIROOF	AFC-361	HIROOF	2017	3000CC	5,000,000
130	HYD	Wagon-R	AAV-962	SUZUKI	2016	1000CC	1,600,000
131	MRD	Cultus Car	ALH-259	SUZUKI	2018	998CC	2,000,000
132	MRD	XLI Car	VS-213	Toyota Corolla XLI	2012	1299CC	1,700,000
133	MRD	APV Van	VX-471	Suzuki/APV	2012	1500CC	2,200,000
134	MRD	Carry Bolan	AH-308	SUZUKI	2013	796CC	750,000
135	MRD	Carry Bolan	AH-314	SUZUKI	2013	796CC	750,000
136	MRD	Carry Bolan	DG-644	SUZUKI	2015	796CC	750,000
137	MRD	Cultus Car	ABT-891	SUZUKI	2016	993CC	1,650,000
138	MRD	Cultus Car	ABV-892	SUZUKI	2016	993CC	1,650,000
139	MRD	Cultus Car	ABT-893	SUZUKI	2016	993CC	1,650,000
140	MRD	Cultus Car	ABV-583	SUZUKI	2016	993CC	1,650,000
141	MRD	Cultus Car	ALE-683	SUZUKI	2018	998CC	1,650,000

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142	MRD	Cultus Car	ALF-282	SUZUKI	2018	998CC	1,650,000
143	MRD	Cultus Car	ALE-952	SUZUKI	2018	998CC	1,650,000
144	MRD	GLI Car	ALY-621	Toyata	2018	1299CC	2,400,000
145	Lahore	GLI Car	AKU-366	Toyata	2018	1300CC	2,400,000
146	Lahore	Civic Car	PW358	Honda	2009	1800CC	1,900,000
147	Lahore	GLI Car	FV -677	Toyata	2015	1299CC	2,100,000
148	Lahore	Wagon-R	AFA-726	Suzuki	2017	998CC	1,600,000
149	Lahore	Wagon-R	AFA-729	Suzuki	2017	998CC	1,600,000
150	Lahore	Wagon-R	ALF-579	Suzuki	2018	998CC	1,600,000
151	RWP	GLI Car	AUB-329	Toyota	2021	1329 CC	3,000,000
152	RWP	XLI Car	YA-354	Toyota	2013	1300 CC	2,100,000
153	RWP	Cultus Car	AME-418	SUZUKI	2019	1000 CC	1,800,000
154	RWP	Cultus Car	AME-419	SUZUKI	2019	1000 CC	1,800,000
155	RWP	XLI Car	AGX-384	Toyota	2018	1300 CC	2,100,000
156	RWP	Mehran Car	AFW-820	SUZUKI	2017	800 CC	800,000
157	RWP	Cultus Car	ALH-670	SUZUKI	2018	1000 CC	2,000,000
158	RWP	XLI Car	AGX-386	Toyota	2018	1300 CC	2,100,000
159	RWP	Cultus Car	ALJ-226	SUZUKI	2018	1000 CC	2,000,000
160	RWP	Mehran Car	AFW-825	SUZUKI	2017	800 CC	800,000
161	RWP	Mehran Car	AFW-826	SUZUKI	2017	800 CC	800,000
162	RWP	Mehran Car	AFW-827	SUZUKI	2017	800 CC	800,000
163	RWP	XLI Car	VC-891	Toyota	2012	1300 CC	1,900,000
164	RWP	Cultus Car	ALH-671	SUZUKI	2018	1000 CC	2,000,000

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165	RWP	Mehran Car	AFW-839	SUZUKI	2017	800 CC	800,000
166	RWP	XLI Car	VC-892	Toyota	2012	1300 CC	1,900,000
167	RWP	XLI Car	ZG-157	Toyota	2013	1300 CC	1,900,000
168	RWP	XLI Car	FY-735	Toyota	2015	1300 CC	2,000,000
169	RWP	GLI Car	FU-847	Toyota	2015	1300 CC	2,100,000
170	RWP	Cultus Car	ALH-513	SUZUKI	2018	1000 CC	1,900,000
171	RWP	Mehran Car	AFW-836	SUZUKI	2017	800 CC	800,000
172	RWP	XLI Car	AGX-387	Toyota	2018	1300 CC	2,100,000
173	RWP	Cultus Car	ALH-253	SUZUKI	2018	1300 CC	1,900,000
174	RWP	Mehran Car	AFW-831	SUZUKI	2017	800 CC	800,000
175	RWP	Mehran Car	AFW-832	SUZUKI	2017	800 CC	800,000
176	RWP	Mehran Car	AFW-834	SUZUKI	2017	800 CC	800,000
177	RWP	Mehran Car	AFW-835	SUZUKI	2017	800 CC	800,000
178	RYK	Wagon-R	APF-527	SUZUKI	2019	998 CC	1,700,000
179	RYK	Wagon-R	APF-534	SUZUKI	2019	998 CC	1,700,000
180	RYK	Wagon-R	APF-529	SUZUKI	2019	998 CC	1,700,000
181	RYK	Wagon-R	APF-532	SUZUKI	2019	998 CC	1,700,000
182	RYK	Wagon-R	APF-544	SUZUKI	2019	998 CC	1,700,000
183	RYK	Wagon-R	APF-528	SUZUKI	2019	998 CC	1,700,000
184	RYK	Wagon-R	APF-531	SUZUKI	2019	998 CC	1,700,000
185	RYK	GLI Car	ALE-312	Toyota	2018	1299 CC	2,350,000
186	RYK	Cultus Car	APF-524	SUZUKI	2019	998 CC	2,000,000
187	SGH	GLI Car	ALZ-646	Toyota	2019	1299CC	2,350,000

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188	SGH	Wagon-R	AGG-581	SUZUKI	2018	1000CC	1,600,000
189	SGH	Wagon-R	AGG-573	SUZUKI	2018	1000CC	1,600,000
190	SGH	Wagon-R	AGG-587	SUZUKI	2018	1000CC	1,600,000
191	SGH	Wagon-R	AGG-568	SUZUKI	2018	1000CC	1,600,000
192	SGH	Wagon-R	AGG-578	SUZUKI	2018	1000CC	1,600,000
193	SGH	Wagon-R	AGG-570	SUZUKI	2018	1000CC	1,600,000
194	SGH	Wagon-R	AGG-576	SUZUKI	2018	1000CC	1,600,000
195	SGH	Cultus Car	ALF-269	SUZUKI	2018	1000CC	1,900,000
196	SGH	Cultus Car	ALF-623	SUZUKI	2018	1000CC	1,900,000
197	SGH	Mehran Car	AHF-388	SUZUKI	2018	800CC	800,000
198	SGH	Mehran Car	AHF-387	SUZUKI	2018	800CC	800,000
199	SGH	Mehran Car	AHF-393	SUZUKI	2018	800CC	800,000
200	SGH	Mehran Car	AHF-389	SUZUKI	2018	800CC	800,000
201	SGH	Mehran Car	AHF-390	SUZUKI	2018	800CC	800,000
202	SGH	Mehran Car	AHF-384	SUZUKI	2018	800CC	800,000
203	SGH	Mehran Car	AHF-382	SUZUKI	2018	800CC	800,000
204	SGH	Mehran Car	AHF-391	SUZUKI	2018	800CC	800,000
205	SGH	Mehran Car	ALK-342	SUZUKI	2018	796CC	800,000
206	SGH	Mehran Car	AHF-379	SUZUKI	2018	800CC	800,000
207	TBT	Hilux	ALE-681	Toyata	2018	2755CC	4,400,000
208	TBT	Vitara	AFT-412	Suzuki	2017	1586CC	3,399,000
209	TBT	Vitara	AFT-415	Suzuki	2017	1586CC	3,399,000
210	TBT	Vitara	AFT-415	Suzuki	2017	1586CC	3,399,000

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211	TBT	Vitara	AFT-415	Suzuki	2017	1586CC	3,399,000
212	TBT	Vitara	AFU-482	Suzuki	2017	1586CC	3,399,000
213	TBT	Jimny	AUB-332	Suzuki	2021	1500CC	3,399,000

Note: NRSP may change the final list for insurance of vehicles and/or market value or any/all vehicles.

Bidder's Signature and Stamp

Annex-B

Code of Conduct and Ethics

(Non-Employee, consultants, vendors and third parties)

Upholding ethical standards protects the integrity, fairness, and transparency of the procurement process.

As a consultant/Vendor professional objective is to assist NRSP to add value to their enterprise, whether that enterprise takes the form of a business, a not-for-profit organization or any element of government.

As a consultant/vendor requires adherence to this Code of Conduct and Ethics as a condition of relation. All consultants/vendors have pledged to abide by the NRSP's Code of Conduct and Ethics and their voluntary adherence to the Code signifies the self-discipline of the profession.

All individuals (non-employees) contracted or functionally related to NRSP, including executing entities and third-party vendors:-

1. Will serve NRSP with integrity, competence, objectivity, independence and professionalism.
2. Will only accept assignments that they are competent to perform; and will only assign staff or engage colleagues with knowledge and expertise relevant to the assignment.
3. Before accepting any assignment will establish with NRSP realistic expectations of the objectives, scope, expected benefits, work plan and fee structure of the assignment.
4. Will treat all confidential NRSP information appropriately; will take reasonable steps to prevent access to confidential information by unauthorized people and will not take advantage of proprietary or privileged information, for use by them or others, without the NRSP's permission.
5. Will avoid conflicts of interest, or the appearance of such, and will disclose to NRSP immediately any circumstances or interests that they believe may influence their work, judgment or objectivity.
6. Will not contact NRSP during the any pre-solicitation or evaluation phase in which participated, unless NRSP contact for any information.
7. Will offer to withdraw from assignment when they believe their objectivity or integrity may be impaired.
8. Will inform NRSP immediately if there is any change in contact person, email, address, directors, release of any of his/her employee or any such information which could be necessary for NRSP record.
9. Will represent the profession with integrity and professionalism in their relations with NRSP, colleagues and the general public.
10. Will report to appropriate authorities within or external to NRSP organization any occurrences of malfeasance, dangerous behavior or illegal activities discovered during the course of an assignment.
11. Will not offer commissions, gift, bribe, remuneration, or other benefits from himself or from a third party in connection with any assignment to NRSP, and will disclose in advance any financial interests.
12. Will promote adherence to the Code of Conduct and Ethics by all other staff working on their behalf.
13. Strive to treat all persons of NRSP with respect and courtesy in accordance with applicable international and national conventions and standards of behavior;
14. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
15. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
16. Shall not harass, discriminate, or retaliate against any other consultant/vendor or any member of society.

Bidder's Signature and Stamp

17. Shall make themselves available and fully participate in all administrative inquiries with completely honesty.
18. No NRSP employees shall solicit anything of value from a citizen or business for services that the NRSP is expected to provide.
19. Shall not remove NRSP property from its assigned place for personal use. Defacing or destroying NRSP property is vandalism and shall be dealt strictly.
20. Will not permit considerations of race, gender, nationality, religion, politics, sexual orientation or social status to influence professional behavior or advice.
21. Will be respectful of those whose wellbeing may be contingent. Will diligently apply objective judgment to all consulting assignments, based on the best information available. Will conduct independent research and analysis where possible, and will consult with colleagues and others who can help inform the judgment.
22. Will not use any services, goods, materials, technology and/or equipment provided by or paid for by NRSP for illegal, inappropriate, or otherwise disruptive activities, or in support of such activities.
23. Shall not place or display non-official notices in NRSP premises without prior written approval from the appropriate authority.
24. Shall not possess unauthorized weapons, illegal drugs, or alcohol on NRSP premises.
25. Shall strictly follow the NRSP's workplace policies while on any NRSP premises.

This Code of conduct is not exhaustive and may not anticipate every situation which may morally, ethically, professionally, legally compromise the employees or NRSP interests. In this regard NRSP expects to use sound judgment. However, compliance with this Code is a mandatory obligation owed by all consultants, third party vendors etc. Breach of this Code or any requirements mentioned in these Rules will result in disciplinary action and may lead up to cancellation of work order/registration including legal action or other appropriate disciplinary actions.

Anti-Money Laundering and Anti-Terrorism Financing Policy

Policy

"It is the policy of the NRSP to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities" by complying with all applicable requirements under the **Anti-Money Laundering Act 2010** (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and **Anti-Terrorism (Second Amendment) Act, 2014** and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, NRSP is very sensitive to ensuring that our platform is not used for any such purposes.

Annex-C

UNDERTAKING/DECLARATION OF ELIGIBILITY

(to be submitted on at least Rs.50/- stamp paper)

In the response to your Tender No. RQ969, I/We, the undersigned, hereby declare that:

- Our proposal is valid for a period of 90 days from the last date for the submission.
- We agree to adhere to all of the terms and conditions as given in the tender documents of the NRSP and other documents as provided in the tender documents.
- We are registered with NTN, GST and provisional sales tax department(s).
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, NRSP reserves the right to reject our proposal or terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the NRSP can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.
- I/We as sole proprietorship, authorized dealers, Association of Persons (AOP), partnership firms, private or public limited companies or other do not have any kind of relationship with the NRSP Staff; and if later my this statement is not found in conformity with reality i.e. relationship is found, I would stand liable to NRSP as per the rules mentioned in the tender documents.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in NRSP).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, PPAR, SPPRA, Government/semi Government department, NGO or any other company/organization.
- Have no relation, direct or indirect, with proscribed individual/entities/political expose person(s).
- Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.
- Have not been reported for/under litigation for child abuse.

Full official Name: _____

Signature: _____

Name of Company: _____

Company Stamp: _____

Date and Location: _____

Bidder's Signature and Stamp

Annex-D

Format for Technical Bid

S. No.	Risks Required	Risks Offered	Remarks/Justification
<u>Loss or Damage</u>			
1	Accidental external means		
2	Fire, external explosion, self-ignition r lighting or frost		
3	Burglary, house/office-breaking, theft or snatching		
4	Malicious act		
5	Riot, strike		
6	Flood, hail, wind, hurricane, cyclone, tornado or typhoon		
7	Terrorism, bomb blast,		
8	Earthquake, volcanic, eruption or other convulsion or nature and		
9	Whilst in transit by air, road, rail, inland waterway, lift or elevator		
10	Any other risk		
<u>Liability to Third Parties (in case of offering any limit do mention in the remarks)</u>			
1	Death of or bodily injury to any person		
2	Damage to property and/or motor vehicle		
3	Any other liability		

Authorized Signature: _____

Stamp: _____

Date: _____

Bidder's Signature and Stamp

Annex-E

Format for Financial Bid

S. No	Description of coverage	Sum Insured	Offered Insurance Premium (in % of sum insured with all applicable taxes in PKR)
1	Yearly Premium for private vehicles comprehensive insurance as per details of Insurance cover required in section 3 of tender documents	As mentioned in Annex A of tender documents	

Validity: 90 days from the date of opening.

Taxes/Services: The offered rates are inclusive all applicable taxes and services (Federal or Provincial)

Any other details or terms & conditions:-

Authorized Signature: _____

Stamp: _____

Date: _____

Bidder's Signature and Stamp