

**NATIONAL INVESTMENT TRUST LIMITED**  
**ADMINISTRATION DEPARTMENT**

**Admn.Admn/06/ 2010/  
Date : March 20, 2010**

**TENDER FOR ARCHITECT SERVICES**

All established firms of architects registered with income tax / sales tax authorities and all legally mandatory professional bodies are invited to submit one sealed envelop (marked on face “**TENDER FOR ARCHITECT SERVICES**” containing two sealed envelopes – one containing technical information / application / documents as advised in this document duly marked “**Technical Proposal**” and the other containing financial proposal duly marked “**Financial Proposal**” along with earnest money of Rs.50,000/- in form of a pay order / demand draft in favor of National Investment Trust Limited latest by April 07, 2010 at 11:00 a.m for provision of the following services :-

- i) Development & preparation of comprehensive architectural / interior design plan of NIT Head Office measuring 11,700 sq. ft. along with detailed estimates of materials and cost
- ii) Development & preparation of tender documents for selection of a contractor for execution of works
- iii) Supervision of execution of works
- iv) Completion and acceptance certificate by the Architect

Tender documents may be collected from Administration Department, NIT Head Office, NBP Building, 6<sup>th</sup> floor, I. I. Chundrigar Road, Karachi free of cost. Only sealed envelopes containing “**Technical Proposals**” will be opened / recorded on a statement duly signed by all the participants on April 07, 2010 at 11:30 a.m in the presence of bidders. Sealed envelopes of Financial Proposals received from bidders will be further sealed in a envelop duly signed by the participants. Financial proposals of non-responsive bids will be returned unopened. Only technically qualified firms will be invited at the time of opening of financial bids. On the basis of the lowest evaluated offer, an architect firm will be engaged for the above assignment. NIT reserves the right to accept / reject the selection process at any stage.

(S. IQBAL AHMED)  
Head of Administration



NATIONAL INVESTMENT TRUST LIMITED  
ADMINISTRATION DEPARTMENT  
TENDER NO.ADMN/06/2010

**TENDER FOR  
PROVISION OF ARCHITECTURAL AND INTERIOR DESIGN SERVICES**

**ADMINISTRATION DEPARTMENT**  
**TENDER NO.ADMN/06/ 2010**

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- i) Development & preparation of comprehensive architectural / interior design plan of NIT Head Office measuring 11,700 sq. ft. along with detail estimates of materials and cost
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- iii) Supervision of execution of works
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## **1. INTRODUCTION**

National Investment (Unit) Trust is the largest and oldest open end mutual fund in Pakistan. It's management company, National Investment Trust Limited ("NIT"), has its Head Office located at Karachi and a business network spread all over Pakistan. NIT recently launched four new mutual funds and so is currently managing six mutual funds with assets totaling approximately Rs.80 Billion. This expansion has necessitated additional office space requirements so NIT intends to move its Head Office to larger premises ("New Head Office") that are also in line with its re-vitalised brand image.

## **2. SCOPE OF WORK**

The selected Firm of Architects will (i) develop and prepare comprehensive Architectural and Interior Design Plans for the New Head Office along with Implementation Plan, Bill of Quantities and Costs of all segments of the Project (i.e, till completion of all works and hand-over of New Head Office). These include, without limitation, complete design layout, interior construction plan, IT and Telecommunication Systems layout and installation, Heating and Ventilation System (HVAC System), Electric Cabling Plan including appropriate load distribution, Air Conditioning System including ducting, Lighting and auxiliary fixtures, Fire Protection System, Emergency Evacuation Plan, Signage and Lighting, (ii) develop and prepare tender documents for selection, on the basis of competitive bidding, of a Turnkey Contractor for execution and implementation of all works, and (iii) Supervise and be responsible for the execution and implementation of all works by such Turnkey Contractor and issue Completion and Acceptance Certificate with respect to all works.

## **3. OBJECTIVES OF WORK**

The New Head Office should have a state-of-the-art interior based on contemporary style with a modern business environment and modern facilities and infrastructure, in line with the re-vitalised brand image of NIT as the leader of the Mutual Fund Industry.

## **4. ELIGIBILITY TO PARTICIPATE IN TENDER PROCESS**

Only Firms of Architects that meet the following eligibility criteria supported by satisfactory evidence (duly signed with official stamp) will be eligible to participate in the tender process:

- i) Registration with the Sales Tax and Income Tax authorities and all legally mandatory professional bodies including Pakistan Council for Architects & Town Planners (copies of registrations with up-to-date renewal required);
- ii) Company Profile with Statement of Credentials on format prescribed in Annexure A; and

- iii) Details/ photographs/ multimedia of top three corporate interior design and implementation projects (self-ranking basis) completed during the last 5 years of a value exceeding Rs.10 million each. Firms may also be asked to arrange visits to such projects.
- iv) Confirmation that Firm/ Principal Architect is not black-listed by any Government/ Semi-Government Organization (Confirmation to be duly signed, with official stamp, by authorized signatory).

## **5. TENDER PROCESS**

- i) Single Stage - Two Envelope Procedure for open competitive bidding.
- ii) One sealed envelope (clearly marked, "**Tender for Provision of Architectural and Interior Design Services**"), should contain two sealed envelopes— one clearly marked, "**Technical Proposal**", containing only technical information/ documents, and the other clearly marked, "**Financial Proposal**", containing only total service charges payable to the Firm for the completion of the Project (as a percentage of total Project cost) along with earnest money of Rs.50,000/- in the form of a pay order/ demand draft made out in favor of, "National Investment Trust Limited". The aforesaid sealed envelope containing the aforesaid two sealed envelopes should be submitted by interested parties by April 07, 2010 latest by 11:00 a.m. Envelopes should also clearly be marked with the name, address and contact number of the Firm.
  - a) Only sealed envelopes containing, "**Technical Proposal**", will be opened on April 07, 2010 at 11:30 a.m. in the presence of bidders or their authorized representatives who may choose to be present.
  - b) At the Technical Proposals opening, each page of each proposal shall be numbered, stamped, recorded, signed in the presence of the participants.
  - c) Financial Proposals will not be opened and will be kept as is, sealed in a large envelope duly signed by participants/ NIT.
  - d) Technical Proposals will be evaluated as per criteria defined herein and the result thereof will be intimated to the parties.
  - e) Subsequently, only technically qualified bidders will be invited, on date/ time to be advised separately, to attend the opening of Financial Proposals. Details of Financial proposals received along with the aforementioned earnest money will be announced/ recorded on a statement to be signed by the participants.
  - f) If any issue arises during the tender process which requires consultation/ point of view of the participants, it will be carried

out in writing allowing equal opportunity to all within the allotted time frame for receiving responses.

**6. GENERAL INSTRUCTIONS TO THE PARTICIPATING FIRMS**

- i) Formal contract will be executed on stamp paper of Rs.100/- between NIT and the selected Firm.
- ii) All supporting information/ statements/ documents submitted with Technical and Financial Proposals require to be signed by the authorized signatory of the bidder along with official stamp, name and designation.
- iii) Firms that submit Financial Proposals without earnest money will be classified as, "Non-responsive Firms", and shall be disqualified from the tender process.

**7. GENERAL TERMS AND CONDITIONS**

- i) NIT reserves the right to accept/ reject/ cancel wholly or partially the tender process. Reasons shall only be provided on written request.
- ii) Validity of bid, i.e., both Technical Proposals and Financial Proposals, shall be valid and binding for a period of three months or till such time as the Contract is awarded to the selected Firm and signed, whichever is earlier. Revocation/ withdrawal of bid prior to such time shall entitle NIT to retain and use the earnest money at its discretion.
- iii) The decisions of NIT will be binding on all concerned and will in no case be challengeable at any forum or any court of law.
- iv) Bids are liable to be rejected if they do not conform to the terms, conditions, criteria, and/ or instructions stipulated in this document.
- v) During the examination, evaluation and comparison of the tender process, NIT as its sole discretion may ask the participating Firms for any clarifications.
- vi) The selected Firm to be awarded contract will ensure completion of the design and preparation of tender documents phase of the Project within a period of three weeks from the date of execution of the contract.
- vii) Information/ documents submitted via e-mail or fax are not acceptable and will not be entertained.
- viii) The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the award of contract.
- ix) Incomplete and/ or conditional offers are not acceptable and will not be entertained.

- x) All updates/ changes shall be communicated by NIT to all bidders through e-mail or courier service.
- xi) In case of any dispute related to the Contract between the parties arises out of any matter connected with the Contract after signing of the Contract, the same shall be referred to the Managing Director, NIT whose decision shall be final and binding on all parties.

## **8. TECHNICAL PROPOSALS**

Technical Information/ Documents will comprise of two sets of information -(A) Bidder and (B) Professional Services rendered in similar Projects:

### **(A) Bidder**

- a) Duly completed and signed Annexure A;
- b) Documents required under Paragraph 4(i) above;
- c) Confirmation required under Paragraph 4 (iv) above;
- d) Details of litigation and/ or arbitration cases, if any, in which the Firm has been involved during any work performed in the last five years; and
- e) Certification from clients in recognition of performance, if any.

### **(B) Professional services rendered in similar projects**

- a) Details/ photographs/ multimedia of top three corporate interior design and implementation projects (self-ranking basis) completed during the last 5 years of a value exceeding Rs.10 million each, as per format contained in Annexure B. If available, Firms should also provide details/ photographs/ multimedia of completed Projects in raw form (i.e. Site look before start of works). Firms may also be asked to arrange visits to such projects;
- b) Detail of similar projects under progress, as per format contained in Annexure C; and
- c) Bank statement of last financial year.

## **9. FINANCIAL PROPOSALS**

- a) Only Eligible/ Qualified Firms will be invited to attend opening of Financial Proposals after announcement of technical evaluation results.



- b) Financial Proposals shall be submitted as per format contained in Annexure – D. Total payable to Firm, as a percentage of total Project cost, shall be quoted inclusive of all taxes, duly signed by authorized signatory with official stamp, name and designation.
- c) Financial Proposal shall contain earnest money of Rs.50,000/- in the form of a pay order/ demand draft made out in favor of, “National Investment Trust Limited”.

## **10. QUALIFICATION CRITERIA**

- i) Bids of Firms not found as instructed in this document will be declared as “Non-Responsive Bid”.
- ii) Bids of firm found containing incorrect statements/ information will lead to disqualification of bidder.
- iii) Bidders may earn a maximum of 40 points and 60 points (i.e, a total of 100 points) as a result of evaluation of Technical and Financial Proposals, respectively. In evaluating technical proposals, bidders will be graded in alphabetic order from “A” to “D” (“A” - first position – 40 points, “B” - second position – 35 points, “C” - third position – 30 points, “D” - fourth position – 25 points, and “E” – fifth position – 20 points). Formula for allocation of points, per Bidder, out of a maximum of 60 points for Financial Proposal will be as under:

$$\frac{\text{The lowest offer} \times 60 \text{ points}}{\text{Offer received from Bidder}}$$

- iv) Bids of Firms that do not earn any grade from A to E after evaluation of Technical Proposal will be classified as “Non-Qualified Bid”, and their Financial Proposal shall not be opened.
- v) Bids of Firms that earn grades A to E will be declared “Qualified Bid”.
- vi) Results of evaluation of Technical Proposals will be communicated to all Bidders. Only Qualified Bidders will be called to attend opening of Financial Proposals.
- vii) At the time of opening of Financial Proposals, Bids not containing earnest money shall be disqualified immediately.
- viii) After evaluation of Financial Proposals, points earned for Technical and Financial Proposals will be aggregated and the results thereof will be announced to the Qualified Bidders.

## **11. EVALUATION OF BID**

- a) The Firm that submits the lowest evaluated bid will be awarded the contract for the assignment. The lowest evaluated bid will be the bid which will earn the highest aggregate number of points. In case the

Firm with the lowest evaluated bid does not sign the Contract for the Project, for any reason, then the Firm with the next lowest evaluated bid (i.e, the Firm with the next highest aggregate number of points) shall be awarded the Contract and asked to sign the Contract.

**12. TERMS OF PAYMENT**

- i) Payment terms will be finalized with the selected Firm before execution of contract agreement.
- ii) All payments shall be made through crossed cheque(s) in Pak Rupees.
- iii) Taxes will be deducted at source as per law at the time of payment.
- iv) The earnest money of the successful bidder will be refunded after completion of the Project. In case the Firm that signs the Contract does not satisfactorily complete the Project or terminates the Contract or does not perform satisfactorily under the Contract, then NIT shall be entitled to retain and use the earnest money at its discretion

**13. CLARIFICATIONS**

Contact persons for queries, if any, will be as under:

1. Mr. S. Iqbal Ahmed  
Head of Administration  
PABX Ph: 021-2412056-9 (Ext: 224)  
Direct Phone: 021-2422117, Fax # 2422719
2. Mr. S.T.A Qadri, AVP – Admin  
PABX Ph: 021-2412056-9 (Ext: 235)  
Direct Phone: 021-2425101, Fax # 2422719

**14. ATTACHMENTS**

- |   |            |   |                               |
|---|------------|---|-------------------------------|
| 1 | Annexure A | : | Statement of Credentials      |
| 2 | Annexure B | : | List of Completed Projects    |
| 3 | Annexure C | : | List of On-going Projects     |
| 4 | Annexure D | : | Format of Financial Proposal  |
| 5 | Annexure E | : | Format of Bid Submission Form |

(S. IQBAL AHMED)  
Head of Administration



**NATIONAL INVESTMENT TRUST LIMITED**  
**ADMINISTRATION DEPARTMENT**  
**TENDER NO.ADMN/06/2010**

**Annexure A**

**STATEMENT OF CREDENTIALS**

**Note :**

- i) To be filled in and signed by the Principal Architect/ Director/ Proprietor/ C.E.O. of Firm. In case of signature by any other authorized person, then authority to bind Firm is also required to be submitted.
- ii) Incorrect, mis-leading or false information will disqualify the Firm from participation.
- iii) All information submitted must be supported by necessary documentation.

- 
1. FULL NAME AND ADDRESS OF FIRM AND ITS BRANCH OFFICES (IF ANY).
  2. DATE OF ESTABLISHMENT OF FIRM.
  3. CORPORATE STATUS OF FIRM (limited company/ partnership/ proprietorship).
  4. NAMES OF OWNERS/ DIRECTORS/ PARTNERS/ PROPRIETORS.
  5. NAMES AND QUALIFICATIONS OF PRINCIPAL AND SENIOR ARCHITECTS AND KEY PERSONNEL (INCLUDING ENGINEERS AND DRAFTSMEN) TO BE ENGAGED IN THE PROJECT.
  6. DETAILS OF FULL AND PART TIME STAFF STRENGTH
  7. AUTHORISED CONTACT PERSON'S NAME, DESIGNATION AND CONTACT DETAILS (TELEPHONE #/ CELL #/ FAX #/ OFFICIAL E-MAIL ADDRESS).

(NAME)  
PRINCIPAL ARCHITECT/ DIRECTOR/ PROPRIETOR/ C.E.O.  
| OFFICIAL STAMP

**ANNEXURE - B**

**DETAILS OF PROFESSIONAL SERVICES RENDERED IN SIMILAR PROJECTS (TOP THREE)  
DURING LAST FIVE YEARS**

SR. #	Name of the Client	Nature of work	Estimated Value	Built area sq. ft.	Period of Completion	Final Value of Project	Reasons for variations, if any
1	2	3	4	5	6	7	8

NAME / SIGNATURE  
DESIGNATION  
OFFICIAL STAMP

**ANNEXURE - C**

**DETAILS OF PROFESSIONAL SERVICES BEING RENDERED IN ON-GOING SIMILAR PROJECTS**

SR. #	Name of the Client	Nature of work	Estimated Value	Built area sq. ft.	Period of Completion		
1	2	3	4	5	6		

NAME / SIGNATURE  
DESIGNATION  
OFFICIAL STAMP

**ANNEXURE - D**

**FORMAT OF FINANCIAL PROPOSAL**

SR. #	DESCRIPTION	PERCENTAGE OF TOTAL PROJECT COST (INCLUSIVE OF ALL TAXES)	
1	PROFESSIONAL SERVICE CHARGES		

NAME / SIGNATURE  
DESIGNATION  
OFFICIAL STAMP

**Format of Bid Submission Form**  
(On Bidder's letter head)

DTD : \_\_\_\_\_

The Head of Administration,  
NIT Head Office,  
Karachi.

**SUBJECT: TENDER FOR PROVISION OF ARCHITECTURAL AND  
INTERIOR DESIGN SERVICES**

Sir,

We, having studied the entire tender documents including scope, objectives, eligibility criteria, procedure, general terms and conditions, details of technical proposal and financial proposal, qualification/ evaluation criteria contained in Tender Reference # ADMN/06/2010 dated March 20, 2010, on the subject, submit herewith one sealed envelope duly marked "**Tender for Provision of Architectural and Interior Design Services**" containing two sealed envelopes- one duly marked, "**Technical Proposal**", and the other duly marked, "**Financial Proposal**".

We confirm that our Financial Proposal includes earnest money of Rs.50,000/- in the form of Pay Order/ Bank Draft in favor of "National Investment Trust Limited".

We hereby agree that NIT is not liable in any manner for any loss or damage suffered by us during the course of the tender process and subsequent award.

Thanking you,

Yours Sincerely,

Authorized Signature:  
Name and title of Signatory  
Name of Firm:  
Address:

Encls:

1. Technical Proposal
2. Financial Proposal
  - a) On format (Annexure D)
  - b) Earnest money in form of pay order / demand draft