

# **NATIONAL INVESTMENT TRUST LIMITED**

## **TENDER NO. Admn/10/11**

### **TENDER FOR LICENSED SOFTWARE**

#### **1. INVITATION**

Sealed Tenders are invited from Authorized and/or premium firms / companies registered with Sales Tax and Income Tax Departments for the procurement of Licensed Software as per terms and conditions mentioned hereto for delivery at NIT Head Office, Karachi.

Bidder will submit sealed tender (tender documents to be collected from NIT Head Office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi free of cost) by April 11, 2011 at 11:00 a.m along with earnest money (refundable) @ 2% of the quoted value in form of pay order / demand draft in favour of National Investment Trust Limited. Envelop will be marked as “**Tender for Software**”. Tender will be opened on April 11, 2011 at 11:30 a.m in presence of bidders / authorized representatives at NIT Head Office.

Bidder will submit GST Invoice after delivery of software. NIT will make payment after adjustment / deduction of taxes as per law.

#### **2. INSTRUCTIONS TO BIDDERS**

- i) The Bidder should be registered with Sales Tax and Income Tax Department.
- ii) The Bidder must be Authorized and/or premium firms / companies from the principal / developers of the software.
- iii) Bidder must quote for software as per terms of this document.
- iv) The Bidder will offer software for one / multiple users with updating /upgrading facilities provided by developers and for other best terms including period of its use.
- v) Only sealed bid (properly closed envelop) will be received by Dispatch Section at National Investment Trust Limited, Head Office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi (Phone : 2412056-9).

- vi) Envelop will be marked with bold letters “**TENDER FOR SOFTWARE**”.
- vii) Bidder blacklisted by any Government / Semi Government Organization will not be eligible to submit tender.
- viii) All bids must be received at the notified address by April 11, 2011 upto 11:00 a.m.
- ix) NIT reserves the right to accept / reject tender, reason for which will be provided on request. 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.
- ix) Result of evaluation of bid will be announced as per terms of tender.
- x) Earnest money will be refunded to the unsuccessful bidders after the award of tender.

### **3. LICENSED SOFTWARE REQUIRED**

- I) Adobe Creative Suite 5 – Design Premium
- II) Microsoft Office MAC 2011 – Home & Business Edition
- III) Final Cut Pro - 7

### **4. TENDER PROCEDURE**

Single stage – one Envelop Procedure will be applied for competitive bidding.

### **5. QUALIFICATION CRITERIA**

Bid in one sealed envelope containing the following documents / information will be the basis of qualification of bidders and bids :-

- a) Company Profile of the Bidder.

- b) Documents evidencing Authorized and / or premium firms / companies showing level of authorization for Sale and Services from the Developers / principal.
- c) Brochure / booklet of software being offered to NIT.
- d) Bid for Software on attached format (bid amount must be inclusive of price of Software including all expenses / taxes) along with earnest money (refundable) @ 2% of bid value in form of pay order.
- e) Photocopies of registration of GST and Income Tax.

6. **EVALUATION OF BID**

The lowest evaluated bid of Software will be accepted.

7. **PAYMENT TERMS**

- a) Payment will be made through cross cheque in Pak Rupees.
- b) Bidder will generate Invoice for payment after delivery / testing of the Software.
- c) Payment will be made within 20 days of receipt of invoice after deduction of taxes.

8. **CLARIFICATION**

For queries, please contact :

- I) Mr. Zulfiqar Ali Kazi  
Assistant Chief Manager – Administration  
PABX Ph: 021-32412056-9 (Ext: 217)
- II) MR. S. T. A. QUADRI AVP - ADMN  
Phone : 021-32412056-9 (Ext: 235) Direct : 021-32425101

S. IQBAL AHMED  
Head of Administration  
March 24, 2011



