

NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. Admn/ /11

**INVITATION OF TENDER FOR 20/25 KVA CUMMINS DIESLE GENERATOR
OR EQUIVALENT**

Suppliers / Firms (registered with Sales Tax and National Tax Authorities) are invited to submit tender in closed / sealed envelop (duly marked “**Tender for Generator**”) containing two sealed envelopes – one containing technical proposal duly marked “**Technical Proposal for Generator**” and other containing financial proposal duly marked “**Financial Proposal for Generator**” for supply / installation of **one 20/25 KVA Cummins Diesel Generator or equivalent** at NIT Al-Falah Branch, Lahore.

Tender documents may be collected from Administration Department, National Investment Trust Limited (NIT), Head Office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi and NIT Lahore Office (Al-Falah Building, Room Nos.211-212, 15 Sharah-e-Quaid-e-Azam, Lahore UAN 042-111-648-648). Bidders will be required to submit tender (by post or in person) with earnest money (refundable) @ 2% of the quoted value in form of pay order / demand draft in favor of National Investment Trust Limited with Financial Proposal by June 13, 2011 up to 11:00 a.m at the following address. Tender will be opened on June 13, 2011 at 11:30 a.m in presence of bidders / authorized representatives at NIT Head Office, Karachi.

Head of Administration
National Investment Trust Limited
Head Office, NBP Building, 6th Floor
I. I. Chundrigar Road
Karachi (UAN 111-648-648)



NATIONAL INVESTMENT TRUST LIMITED

ADMINISTRATION DEPARTMENT

TENDER NO. ADMN/12 /11

**SUPPLY / INSTALLATION OF ONE 20 / 25 KVA
CUMMINS GENERATOR OR EQUIVALENT 1500
RPM 50 HZ 400 / 230 V WITH CANOPY AT NIT AL-
FALAH BRANCH, LAHORE**



NATIONAL INVESTMENT TRUST LIMITED

ADMINISTRATION DEPARTMENT

TENDER NO. ADMN/12 / 11

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ATTACHMENTS

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| 4 | FORMAT B | : | Sale of Generators (20/25 KVA and above) during last two years |
| 2 | FORMAT C | : | Technical Proposals (check list) |
| 3 | FORMAT D | : | Financial Proposals |



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. Admn/12/11

INVITATION OF TENDER FOR 20/25 KVA CUMMINS GENERATOR OR EQUIVALENT

Suppliers / Firms (registered with Sales Tax and National Tax Authorities) are invited to submit tender in closed / sealed envelop duly marked **“Tender for Generator”** containing two sealed envelopes – one containing technical proposal duly marked **“Technical Proposal for Generator”** and other containing financial proposal duly marked **“Financial Proposal for Generator”** for supply / installation of **one Diesel Generator – 20 / 25 KVA** at NIT Al-Falah Branch, Lahore.

Tender documents may be collected from Administration Department, NIT Head Office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi (UAN 111-648-648) and NIT Office, Alfalah Building # 211-212, Sharah-e-Quaid-e-Azam, Lahore (UAN 042 – 111-648-648). Bidders will be required to submit tender with earnest money (refundable) @ 2% of the quoted value in form of pay order / demand draft in favor of National Investment Trust Limited with Financial Proposal by June 13, 2011 at 11:00 a.m. Tender will be opened on June 13,2011 at 11:30 a.m in presence of bidders / authorized representatives at NIT Head Office.

Thanking you,

Yours faithfully

(S. IQBAL AHMED)
Head of Administration



NATIONAL INVESTMENT TRUST LIMITED

ADMINISTRATION DEPARTMENT

TENDER NO. ADMN/12 /11

1. INTRODUCTION

National Investment Trust (NIT) is the largest open end Mutual Fund in Pakistan. NIT has its Head Office located in Karachi and business network all over Pakistan.

2. SCOPE OF WORK

We shall purchase one 20 / 25 KVA Cummins Diesel Generator or Equivalent for its use as an stand-by power arrangement at NIT Al-Falah Branch, Lahore. Proper installation using foundation pool with canopy (as it will be placed in open air), earth pit for earthling of generator will be required at ground floor and power cabling (6.33 mm 4 core) with approximately of 350 feet for connecting it to main DB and manual changeover panel will be required within the branch on upper floor of Al-falah Building Room No.211-212, 15 Sharah-e-Quaid-e-Azam, Lahore.

3. OBJECTIVES OF WORK

We shall use 20 / 25 KVA Diesel Generator during power failure from 9:00 a.m to 5:00 pm. Whereas we may use 20/25 KVA Diesel Generator with ATS / AMF Panel in future (presently ATS/AMF Panel is not required) for automatic alternate power supply during / after power failure at NIT Al-Falah Branch, Lahore.

4. ELIGIBILITY TO PARTICIPATE IN TENDER PROCESS

Vendors should meet the following eligibility criteria to take part in the tender process :-

- i) Registration with the Sales Tax and Income Tax authorities.
- ii) Vendors will be required to provide after sales maintenance services with / without parts in accordance with guidance of the manufacturer. Vendors will be required to provide evidences / supports that they are authorized to provide maintenance services or they will ensure the same through third party authorized to provide maintenance services.

- iv) Undertaking showing that vendor is not black-listed for non-compliance of terms and conditions by the Government / Semi Government Organizations.

5. PROCEDURE OF TENDER AND PROCESSING THEREOF

- i) Single Stage-Two Envelop Procedure for open competitive bidding shall be adopted. One closed envelop shall contain two sealed envelopes - one sealed envelop containing / duly marked **“Technical Proposal for Generator”** and the other sealed envelop containing / duly marked **“Financial Proposal for Generator”**. Envelopes should have the name, address and contact number of the bidding company.
- ii) Bidders meeting the eligibility criteria are requested to submit their Bids at National Investment Trust Limited, Administration Department, NBP Building, 6th Floor, I.I.Chundrigar Road, Karachi up to 11:00 a.m on June 13, 2011.
- iii) Only Technical Proposals will be opened on the same day at 11:30 a.m on June 13, 2011 in the presence of the bidders. Set of information of each technical proposal will be counted and noted on cover page with signature of committee member.
- iv) All the Financial bids received in sealed envelop will be put ‘as it is’ in a single large envelop duly sealed. This sealed envelop will be signed by the NIT Committee Members and the bidders / representatives present.
- v) Qualification Criteria (defined in this document) will be applied to all technical proposals. Accordingly the result will be intimated to the Qualified Bidders / Non-Responsive Bidders / Non- Qualified Bidders.
- vi) If any issue arises during qualification process which requires consultation of the participants, vendors’ clarification / point of view will be sought in writing allowing equal opportunity with time frame to make response.
- vii) While announcing the qualification results, only qualified vendors will be notified date / time of opening of financial proposals. The financial proposals will be read aloud and recorded in a statement to be signed by the participants and committee members.

- viii) Financial proposals will be evaluated as per criteria (appearing below) and results thereof will be intimated in writing.

6. INSTRUCTIONS TO BIDDERS

- i) Technical Proposals will contain information / statements as notified under Technical Proposals.
- ii) Financial Proposals will contain offer Price in sealed envelope along with Pay Order / Bank Draft representing 2% of the offered price. Offer Price will be in detail and all inclusive to check / verify price of generator, installation / commissioning, cabling, transportation, testing, all fee / taxes and foundation pad etc charges have been accounted for.
- iii) Bidders may visit NIT Al-Falah Branch, Lahore during working hours from 9 a.m to 5 p.m on working days for inspection of site of installation.
- iv) All information / statements to be supported with Technical and financial Proposals require to be signed by the authorized signatory of the vendor along with name and designation.
- v) Detail information of Contact Person like name, designation phone number, fax number, cell number etc will be provided with the technical proposal by the bidders.

7. GENERAL TERMS AND CONDITIONS

- i) NIT reserves the right to reject Tender at any stage of the Tender process. Reasons shall only be provided on written request.
- ii) Validity period of the bids shall be for at least 30 days.
- 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 are not conforming to the terms, conditions & specifications stipulated in this Tender document.
- v) During the examination, evaluation and comparison of the bids, NIT as its sole discretion may ask the bidder for clarifications of its bid.

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However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.

- vi) Total Bid Value shall cover cost of generator and other optional items /equipments, required for supply and installation.
- vii) The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the award of said Tender.
- viii) If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying by the unit price and quantity, the unit price shall prevail and total price shall be corrected.. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected.
- ix) Incomplete and conditional bids will not be entertained.
- x) For this Tender all updates/changes shall be communicated through email or by courier by NIT.
- xi) In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to the Managing Director, NIT whose decision shall be final and binding on both parties.
- xii) The delivery and commissioning in respect of the generator if delayed, only genuine delays beyond the control of bidder will be acceptable.
- xiii) Bids submitted via email or fax will not be entertained.

8. TECHNICAL PROPOSALS

Bidders will provide information / statements stapled for each heading / title appearing below separately under the covering of Format C duly filled out and signed by authorized signatory (ies) :-

i) **Company Profile**

Bidders will submit "Company Profile" showing experience, status with the principal and technical strength to evidence the vendor has

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enough potential / capacity / experience to advise the perfect solution and provide the best maintenance service.

ii) Sales

Bidders will submit Statement showing sales of generators (20 KVA and above) during last two years with the names and addresses of clients and contact person's names and contact numbers on Format-B.

iii) Maintenance Contract

Bidders will submit Statement showing major terms & conditions of Maintenance Contracts in force with the clients.

iv) Information / Statements on Generator (s) offered for Sale

- a) Detail Specifications along with Brochure from the manufacturer
- b) Detail information / functions of major parts and components replaceable during estimated life and its cost. Report on availability of parts in the market
- c) General Information / Operational Guide, Maintenance and its cost. A separate sheet will be attached showing power generation cost according to load.
- d) Warranty of parts and services
- e) Delivery time

v) Technical advice and that for Installation of Generator

Technical Advice

- i) Experts from the participating vendors will submit their comments after checking load during / after working hours at NIT Branch in Lahore on whether proposed procurements of 20/25 KVA Diesel Generator for use at full load / minimum load during / after working hours are the perfect capacity generator, if not, they will submit their expert advice on selection of suitable capacity generator.

- ii) Vendors will ensure that power supply will not be affected during removal of existing generator and installation of new generator.

9. QUALIFICATION CRITERIA

- a) Vendors will submit technical proposals complete and head-wise as appearing under Technical Proposals duly stapled (making separate set of information) and according to scope, objectives of work and instructions.
- b) Complete technical proposals for installation of generator with water temperature control solution will be examined to ascertain capacity of vendors, quality / standard of offered generator, market report, availability of parts and maintenance cost.
- c) Vendors submit technical proposals found not suitable and economical will be declared non-qualified.
- d) Vendors submit the best suitable and economical technical proposals will be declared qualified.
- e) Results will be intimated to vendors accordingly. Only qualified bidders will be invited to attend a meeting (date / time will be communicated with the announcement of results) to open their financial proposals.
- f) As a part of technical evaluation, bidder may be asked to arrange visit to clients to verify supply of generators and performance thereof.

10. FINANCIAL PROPOSALS

- a) Bidders will fill out Format-D (completely in all respect) and quote figures in Pak Rupees. Authorized signatory will sign with official stamp, names and designation.
- b) Pay Order / Bank Draft representing 2% of the bid amount may be submitted along with financial proposal.



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11. EVALUATION OF BID

- a) Financial Proposals of qualified bidders will be compared with quality / standard of generator and installation / commissioning thereof at the site against plan / drawing and temperature control solution etc.
- b) Accordingly one bid offering reasonable financial proposal against generator of quality / standard with the best installation plan and temperature control solution will be selected for award of tender.

12. TERMS OF PAYMENT

- i) Payment shall be made after delivery / commissioning of the generator within 30 days of receipt of invoice.
- ii) All payments shall be made through cross cheque in Pak Rupees.
- iii) Taxes will be deducted at source as per government rules at the time of payment.

13. CLARIFICATIONS

The following officials will be contact persons for queries, if any :-

1. Mr. S.T.A Qadri, AVP – Admin
PABX Ph: 021-2412056-9 (Ext: 235)
Direct Phone: 021-2425101, Fax # 2422719
2. Mr. Zulfiqar Ali Kazi, ACM – Admn
PABX Ph. 021-2412056-9 (Ext. 233)

14. ATTACHMENTS

- | | | | |
|---|----------|---|--|
| 1 | FORMAT A | : | Text of Tender Submission Letter |
| 2 | FORMAT B | : | Sale of Diesel Generators (150 KVA and above) during last two years |
| 3 | FORMAT C | : | Technical Proposals (check list) |
| 4 | FORMAT D | : | Financial Proposals |

(S. IQBAL AHMED)
Head of Administration

Signature of Authorized Signatory : _____
with Official stamp

Name : _____
Designation : _____

Format A : Proposal Submission Form
(On company letter head)

The Head of Administration,
NIT Head Office,
Karachi.

**SUBJECT : TENDER NO. ADMN/ / 11
(SUPPLY & INSTALLATION OF DIESEL GENERATOR)**

Sir,

We having studied scope, objectives, tender procedure, general terms and conditions, criteria for qualification / evaluation of vendor / bid and payment terms from your tender documents (14 pages) on the subject tender for procurement of diesel generator of 20/25 KVA, submit herewith one closed envelop containing two sealed envelopes (one containing / duly marked "**Technical Proposal for Generator**" and other containing / duly marked "**Financial Proposal for Generator**" as per tender procedure advised in the document. Please find earnest Money @ 2% of the bid value in the form of Pay Order / Bank Draft in sealed envelope containing Financial Proposal.

We hereby agree that NIT will not be liable for any possible loss or damage suffered by us in course of participating in the above tender.

Thanking you,

Yours Sincerely,

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

FORMAT B : SALE OF GENERATORS (20/25 KVA AND ABOVE)

| Sr. # | Generator 20 KVA & Above | Sale Date | Client's Name (Company) | Contact Person | Phone No. |
|----------|-----------------------------|-----------|----------------------------|-------------------|-----------|
| | | | | | |

Signature of Authorized Signatory : _____
with Official stamp

Name : _____

Designation : _____

**FORMAT C : TECHNICAL PROPOSALS (CHECK LIST)
FOR GENERATOR**

| Sr. # | Title | Provided Yes / No |
|-------|---|----------------------|
| 1 | Company Profile | |
| 2 | Sales | |
| 3 | Maintenance Contract | |
| 4 | Information / Statements on Generator offered for sale | |
| 5 | Technical Advice & that for Installation of Generator | |
| 6 | Installation of Generator | |

Signature of Authorized Signatory : _____
with Official stamp

Name : _____

Designation : _____

**FORMAT D : FINANCIAL PROPOSALS
FOR GENERATOR (S)**

| Sr. # | Title | Office Price Including all taxes (Rs.) |
|-------|---|--|
| 1 | Diesel Generator 20/25 KVA | |
| 1.1 | Transportation | |
| 1.2 | Installation / Commissioning including cabling / testing | |
| 2 | Foundation pad | |
| 3 | Any other | |
| | TOTAL ALL INCLUSIVE | |

Signature of Authorized Signatory : _____
with Official stamp

Name : _____

Designation : _____