



TENDER FOR JANITORIAL & OTHER SERVICES

All established Firms / Companies / Contractors with sound financial position registered with tax authorities and all legally mandatory bodies are invited to submit tender in closed envelope clearly marked “**JANITORIAL & OTHER SERVICES**”, containing two sealed envelopes – one containing technical information / documents as advised in this document duly marked “**Technical Proposal**” and the other containing financial proposal duly marked “**Financial Proposal**” latest by July 29, 2011 up to 11:00 a.m.

Tender Documents may be collected from Personnel Department, NIT Head Office, NBP Building, 6th floor, I. I. Chundrigar Road, Karachi. Only sealed envelopes containing “**Technical Proposal**” will be opened / recorded on a statement duly signed by all the participants on July 29, 2011 at 11:30 a.m in the presence of authorized representatives who choose to attend. Bidders will be required to submit earnest money (refundable) @ 5% of bid value in form of pay order demand draft in favor of National Investment Trust Limited. NIT reserves the right to accept / reject tender process at any stage at its discretion.

Head of Personnel
National Investment Trust Limited
NBP Building, 6th Floor, I. I. Chundrigar Road
Karachi-74000 (UAN 111-648-648)



NATIONAL INVESTMENT TRUST LIMITED

PERSONNEL DEPARTMENT

**EXPRESSION OF INTEREST (EOI)
FOR JANITORIAL & OTHER SERVICES**

NATIONAL INVESTMENT TRUST LIMITED

PERSONNEL DEPARTMENT

TABLE OF CONTENTS

	PAGE #
1. INVITATION	3
2. INTRODUCTION	4
3. SCOPE OF SERVICES	4
4. OBJECTIVES OF SERVICES	4
5. ELIGIBILITY FOR PARTICIPATION	4
6. PROCEDURE FOR PARTICIPATION	4/5
7. GENERAL TERMS & CONDITIONS	5/6
8. TECHNICAL PROPOSAL	6
9. FINANCIAL PROPOSAL	6/7
10. QUALIFICATION CRITERIA	7
11. EVALUATION OF BID	7
12. TERMS OF PAYMENT	7/8
13. CLARIFICATIONS	8

NATIONAL INVESTMENT TRUST LIMITED

PERSONNEL DEPARTMENT

Date : July 13, 2011

**EXPRESSION OF INTEREST (EOI)
FOR JANITORIAL & OTHER SERVICES**

All established Firms / Companies / Contractors with sound financial position registered with tax authorities and all legally mandatory bodies are invited to submit EOIs in closed envelope clearly marked “**JANITORIAL & OTHER SERVICES**”, containing two sealed envelopes – one containing technical information / documents as advised in this document duly marked “**Technical Proposal**” and the other containing financial proposal duly marked “**Financial Proposal**” latest by July 29, 2011 up to 11:00 a.m.

Proposal submission documents may be collected from Personnel Department, NIT Head Office, NBP Building, 6th floor, I. I. Chundrigar Road, Karachi. Only sealed envelopes containing “**Technical Proposal**” will be opened / recorded on a statement duly signed by all the participants on July 29, 2011 at 11:30 a.m in the presence of authorized representatives who choose to attend. Bidders will be required to submit earnest money (refundable) @ 5% of bid value in form of Pay Order / Demand Draft in favor of National Investment Trust Limited. NIT reserves the right to accept / reject any / all processes at any stage at its discretion.

Head of Personnel

NATIONAL INVESTMENT TRUST LIMITED

1. INTRODUCTION

National Investment (Unit) Trust is the largest and oldest open end mutual fund in Pakistan having its head office in Karachi and branch network all over Pakistan.

2. SCOPE OF SERVICES

NIT requires janitorial & other services for NIT Head Office and NIT Branches from a firm / company / contractor complying with Federal, Provincial, Local and Municipal laws, regulations including applicable labor laws and having a registered office in Karachi.

3. OBJECTIVES OF SERVICES

The Firm / Company / Contractor will be responsible for all types of regulatory rights of their employees relating their services provided to NIT and that they will maintain complete duly executed service contract including code of conduct for services along with security clearance / character certificate for each employee. The company providing services will take all legal actions against their employees if required in result of services provided to NIT.

4. ELIGIBILITY TO PARTICIPATE IN TENDER PROCESS

The Companies / Firms / Contractors meet the following eligibility criteria supported by satisfactory evidences will be eligible to participate in the process:

- i) Registration with Tax Authorities and all legally mandatory bodies (copies of registrations with up-to-date renewal required);
- ii) Declaration that the Party has its office in Karachi and has completed at least three years in the respective business.
- iii) Declaration that the Party is providing such janitorial and other services to at least two companies.
- iv) Company profile / policies / procedure to hire employees and that for providing services to the companies.

5. PROCEDURE TO PARTICIPATE IN THE PROCESS

- i) Single Stage - Two Envelope Procedure for open competitive bidding will be applied.

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- ii) One sealed envelope clearly marked “**JANITORIAL & OTHER SERVICES**” should contain two sealed envelopes– one clearly marked, “**Technical Proposal For Services**”, containing only technical information/ documents, and the other clearly marked, “**Financial Proposal for Services**”, containing rates for services should be submitted by interested parties by July 29, 2011 up to 11:00 a.m. Each envelope should have the name, address and contact number of the company.
- iii) Only sealed envelopes containing, “**Technical Proposal for Services**” will be opened on July 29, 2011 at 11:30 a.m. in the presence of authorized representatives who may choose to be present.
- iv) Set of information / documents comprising Technical Proposals received from parties will be recorded at the time of opening of technical proposals.
- v) Financial Proposals will not be opened and will be sealed as it is, in a large envelope duly signed by participants/ officials of NIT present.
- vi) Technical Proposals will be evaluated as per criteria defined herein and the result thereof will be intimated to the parties.
- vii) 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 will be announced/ recorded on a statement to be signed by the participants.
- viii) If any issue arises during evaluation 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 TERMS AND CONDITIONS

- i) All supporting information/ statements/ documents submitted with Technical and Financial Proposals require to be signed by the authorized signatory of the company/ firm along with official stamp, name and designation.
- ii) NIT reserves the right to accept/ reject/ cancel the process at any stage at the discretion of NIT. However, reasons shall only be provided on written request.
- i) Validity of bid, i.e., both Technical Proposals and Financial Proposals, shall be valid and binding for a period of two months.

NATIONAL INVESTMENT TRUST LIMITED

- ii) 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.
- iii) Bids are liable to be rejected if they do not conform to the terms, conditions, criteria, and/ or instructions stipulated in this document.
- iv) During the examination, evaluation and comparison process, NIT at its sole discretion may ask the participating companies for any clarifications.
- v) The selected company will be invited to provide services to NIT after execution of service agreement.
- vi) Information/ documents submitted via e-mail or fax are not acceptable and will not be entertained.
- vii) Incomplete and/ or conditional offers are not acceptable and will not be entertained.
- viii) All updates/ changes shall be communicated by NIT to all bidders through e-mail or courier service.
- ix) In case of any dispute arises out of any matter, the same shall be referred to the Managing Director, NIT whose decision shall be final and binding on all parties.

7. TECHNICAL PROPOSALS

Technical Information/ Documents will comprise of the following:-

- a) As required under Eligibility Criteria under Clause 4 of this document.
- b) List of clients with years of services and contact persons / numbers.
- c) Details of Dispute / litigation and/ or arbitration cases.

8. FINANCIAL PROPOSALS

The financial proposal comprising the following will be submitted on the prescribed format :-

- i) Rate for services of the service provider including taxes payable to the authorities.
- ii) Rate for services including taxes on account of different types of services of Contractor's Staff payable to the authorities.

NATIONAL INVESTMENT TRUST LIMITED

- iii) Any other service charges payable during the term of services under service agreement.

9. QUALIFICATION CRITERIA

- i) Bids of Firms / companies / Contractors not found as instructed in this document will be classified as “**Non-Qualified Bid**”.
- ii) Bids of parties found containing incorrect statements/ information will lead to disqualification of bidder.
- iii) Parties satisfy by documentary evidences and through client feedback for services that they have reasonable financial health / good reputation in the market for honoring commitments / providing services to the clients will be declared “**Qualified Vendors**”.
- iv) Parties found by documentary evidences / client feedback having weak / poor financial position / services will be regarded “**Non-Qualified Vendors**”.
- v) Results of evaluation of Technical Proposals will be communicated to all the participants. Only Qualified Vendors will be called to attend opening of their Financial Proposals.
- vi) Financial Proposals of Non-Qualified Vendors will be returned un-opened.

10. EVALUATION OF BID

The party submits proposal found the lowest evaluated bid shall be selected for provision of Janitorial and other services to NIT. The lowest evaluated bid does not refer to the lowest financial offer.

11. TERMS OF PAYMENT

- i) Selected party shall be paid for services of a month up to 15th of the following month against receipt of invoice whereas selected party will be bound to pay wages to their employees for services of a month up to 1st of the following month out of their own resources before raising / submitting invoice for payment.
- 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.

12. CLARIFICATIONS

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

Mr. Muhammad Khalid

PABX Ph: 021-32412056-9

Direct Phone: 021-32420635, Fax # 32422719

13. ATTACHMENTS

Annexure A : Financial Proposal

Head of Personnel

PERSONNEL DEPARTMENT

1) THIRD PARTY SERVICE CHARGES FOR DIFFERENT CATEGORIES OF SERVICES

ANNEXURE-A

SR. #	DETAILS	CATEGORY OF SERVICES	NO OF SERVICES REQUIRED	APPROVED RATE OF SERVICES (PM)	PROPOSED RATE PER MONTH/PERSON	ANY OTHER CHARGES	TAXES	TOTAL PER PERSON (RS.)	TOTAL (RS.)
1	Service Charges	Office Assistant (C-1)	2	Rs.15,000					
2	Service Charges	Office Assistant (C-2)	3	Rs.12,000					
2	Service Charges	Driver-cum-Attendant	1	Rs.11,000					
2	Service Charges	Attendant	31	Rs.11,000					
3	Service Charges	Electrician	1	Rs.15,000					
3	Service Charges	Sweeper	3	Rs.9,000					
Sub-Total			41						

2) CONTRACTOR'S SERVICE CHARGES

Service Charges @ _____ 41

3) ANY OTHER CHARGES

I) _____

II) _____

TOTAL PAYABLE TO CONTRACTOR PER MONTH