



**NATIONAL INVESTMENT TRUST LIMITED**

**TENDER NO. ADMN / 15 / 11**  
**DTD: NOVEMBER 30, 2011**

**TENDER FOR SUPPLY OF TRAVEL ORGANIZER**

Sealed Tenders are invited **for supply of 100 Travel Organizer** as per specifications (Item Code 1170 or equivalent may be seen on website [www.jafferjees.com](http://www.jafferjees.com)) from suppliers / Traders registered with tax authorities. Tender Documents may be obtained free of cost from Administration Department, National Investment Trust Limited, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi on any working day during office hours.

Tender Documents in sealed envelope duly marked “**Tender for Travel Organizer**” as per terms and conditions laid down in the documents duly completed / stamped and signed by the authorized person along with pay order / draft of earnest money @ 3% of total Bid Value in favor of National Investment Trust Limited will be submitted at NIT Head Office (at above address) up to **19th December, 2011 at 11:00 a.m.** Tenders will be opened **on 19th December, 2011 at 11:30 a.m.**

NIT reserves the right to deter /cancel tender at any stage of the tender process. Reasons thereof may be given against written request.

Thanking you,

Yours faithfully

(S. IQBAL AHMED)  
Head of Administration

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Head office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi



## NATIONAL INVESTMENT TRUST LIMITED

**TENDER NO. ADMN / 15 / 11**  
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### **TENDER FOR SUPPLY OF TRAVEL ORGANIZER**

#### **1. INTRODUCTION**

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

#### **2. SPECIFICATIONS / WARRANTY / DELIVERY**

NIT invites Suppliers / Traders registered with tax authorities to supply 100 Travel Organizer (Dark Brown Color) strictly as per specification of Item Code 1170 (available on [www.jafferjees.com](http://www.jafferjees.com)).

#### **3. TERMS & CONDITIONS**

- i) Tenders will be submitted at NIT Head Office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi up to 19th December, 2011 at 11:00 a.m.
- ii) Tenders will be opened at NIT Head Office on same date i.e on 19th December, 2011 at 11:30 a.m in the presence of bidders and the same will be documented duly signed by the participants.
- iii) Supply of Travel Organizer will be made at NIT Head Office as per specifications meeting delivery timeline.
- iv) Rate (s) will be inclusive of all taxes, duties etc levied by the Government of Pakistan.
- v) Quotation will remain valid up to 90 days from the date of its opening.
- vi) Tenders once opened by the Committee will not be taken back by the participants.
- vii) Supply will be made in proper casing (NIT may ask to emboss NIT Logo).
- viii) During tender process, any change in Government duties, taxes or devaluation of Pak Rupees against Foreign Currency will be borne by the successful bidder.



## NATIONAL INVESTMENT TRUST LIMITED

- ix) Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting is not acceptable.
- x) In case of deviation from specifications / quality, supply will be cancelled and earnest money will be forfeited.
- xi) Bidders will submit declaration that they are not blacklisted by Government / Semi Government Organizations for any deviation from procedure / supply of defected goods.

### 3. QUALIFICATION OF BID

- i) Suppliers / Traders will submit copies registration with ax Authorities.
- ii) Suppliers / Traders blacklisted by Government / Semi Government Organizations are not eligible to participate in tender process. Bidders not blacklisted will submit Declaration on Blacklisting by Government / Semi-Government Organizations to meet the requirement of eligibility on our Format (**Attachment # 2**).
- iii) Bidders will submit Bid Value all inclusive (taxes / all fees / all charges etc) on Bill of Quantity (BOQ) on our Format (**Attachment # 3**).
- iv) Bidders will submit pay order / draft of earnest money @ 3% of total offered value (refundable) for supply of 100 Travel Organizer.

### 4. EVALUATION OF BID

- i) The lowest evaluated bid will be accepted. The lowest evaluated bid does not refer to the lowest financial but the best bid in the interest of the institution.
- ii) Result of evaluation of bid will be communicated to all participating vendors.

(S. IQBAL AHMED)  
Head of Administration

**Attachment # 1 : Covering Letter for Proposal Submission (on Bidder letter head)**

Date : \_\_\_\_\_

The Head of Administration  
National Investment Trust Limited  
NBP Building, 6<sup>th</sup> Floor  
I. I. Chundrigar Road  
**Karachi**

**SUBJECT : TENDER FOR SUPPLY OF TRAVEL ORGANIZER**

Sir,

Having read / understood terms and conditions, qualification criteria, evaluation of bid criteria of Tender Documents Ref: # **ADMN / 15 / 11 dated November 19, 2011**, , we submit Tender for supply of 100 Travel Organizer duly signed / stamped in sealed envelope duly marked "**Tender for Travel Organizer**".

NIT reserves the right to cancel tender at any stage of the tender process. Reasons thereof may be given against written request. NIT will not be liable for any loss or damage to any party acting in reliance thereon. Necessary information is given below :-

Supplier Status : \_\_\_\_\_  
Importer / Trader / Authorized Distributor

Name of Contact Person : \_\_\_\_\_

Office Phone / Mobile # : \_\_\_\_\_

Office Fax # : \_\_\_\_\_

We remain,

Yours sincerely

(Name and Signature of Authorized Signatory)

Encl : (detail )

\_\_\_\_\_  
Name and Signature of authorized Official of Bidder  
With official stamp

**Attachment # 2 : Declaration on Blacklisting (on Bidder letter head)**

**DECLARATION**

We hereby declare that we were not ever blacklisted by Government / Semi Government Organization for any deviation of procedure / rules and quality of goods supplied to the organizations contesting in bid processes.

For ( Bidder Name )

\_\_\_\_\_  
Name and Signature of authorized Official of Bidder  
With official stamp

**Attachment # 3 : SUBMISSION OF TENDR (Financial Bid on Bidder letter head)**

**FOR SUPPLY OF 100 TRAVEL ORGANIZER**

SR. #	PRODUCT	QNTY	RATE PER UNIT	TAX PER UNIT	RATE PER UNIT INCL. TAX	TOTAL BID WITHOUT TAX	TOTAL TAX	TOTAL BID INCL. TAX
			(RS.)	(RS.)	(RS.)	(RS.)	(RS.)	(RS.)
1	TRAVEL ORGANIZER	100						
2	OTHER CHARGES							

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TOTAL            100

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For ( Bidder Name )

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Name and Signature of authorized Official of Bidder  
With official stamp