

NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMIN / 24 (42-C)

DTD: April 2, 2019

INVITATION TO BID

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites Sealed Bids (Technical and Financial Proposals separately) from reputed and well established firms / companies having registration with Sales Tax and Income Tax Departments for supply / installation / testing of 17 network printers (HP LaserJet M402dn or Equivalent) at NIT Branches.

Bidding Documents which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security @2%, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc are available for the interested bidders at National Investment Trust Limited, 6th Floor, NBP Building, I. I. Chundrigar Road, Karachi. Bidding Documents can also be downloaded from NIT Website www.nit.com.pk free of cost.

The bids prepared in accordance with the instructions in the bidding documents must reach at the following address on or before April 19, 2019 up to 2:30 p.m. Bids will be opened on same day at 3:00 p.m on April 19, 2019.

Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor, I. I Chundrigar Road
Karachi-74000
Tel: 021-32412056-9 Fax: 021-32417827, 021-32422719

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan
Tel : 32412056-59 (4 Lines) Fax : 32417827, 32422719 UAN : 111-648-648
E-mail : info@nit.com.pk, Website: www.nit.com.pk

TENDER FOR PURCHASE OF NETWORK PRINTERS AT NIT BRANCHES

NATIONAL INVESTMENT TRUST LIMITED

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1. INTRODUCTION

- 1.1** National Investment Trust (NIT) is the oldest and largest Mutual Fund Company of Pakistan, with its Head Office located in Karachi and operation spread all over Pakistan through its 25 branches and a customer facilitation center in Karachi.
- 1.2** Sealed Tenders are invited from reputed and well established firms/companies registered with Sales Tax and Income Tax Departments for the procurement of Network Printers as per specification and conditions mentioned below for delivery at NIT Branches.

2. SCOPE OF WORK

Following requirements define the scope of work for this Tender:

- 2.1** The Selected bidder will be responsible for the supply, installation and testing of Printers at NIT Branches purchased against this Tender.
- 2.2** Selected bidder must ensure that the supplied equipment is fully operational, new and performs properly and meet Tender Technical Specification.

3. INFORMATION FOR BIDDERS

Name of Procuring Agency:	National Investment Trust Limited National Bank Building, 6 th Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Earnest money	Bank draft equal to 2% of the total bid value to be enclosed at the time of bid submission.
Last date for Bid Submission	April 19, 2019 at 03.00 P.M
Bid Opening Date and Time	April 19, 2019 at 03.30 P.M
Bid Opening Place	National Investment Trust Limited National Bank Building, 6 th Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Contact Person	Mr. S. T. A. Quadri, HO - Admin
Phone:	021-32412056-9 (Ext : 224)
Direct Phone	021-32425101
Fax:	021-32422719

4. TERMS AND CONDITIONS:

- 4.1.** The bidder should be registered with Sales Tax and Income Tax Department.
- 4.2.** The bidder must be the authorized Tier 1 / Platinum / Gold partner of the principal in Pakistan.
- 4.3.** Bid should be submitted in Pak Rupees only.
- 4.4.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.5.** NIT reserves the right to accept/reject wholly or partially any tender at any stage of the tender process. Reasons may be provided upon written request.
- 4.6.** Validity period of the bids shall be for at least 30 days.
- 4.7.** 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.
- 4.8.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.9.** During the examination, evaluation and comparison of the bids, the NIT at its sole discretion may ask the bidder for clarifications of its bid. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 4.10.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.11.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.12.** Delivery and commissioning for all items is required to be executed within four (04) weeks.
- 4.13.** The bidder must have office in Karachi, Lahore and Islamabad and fully capable to provide support from these locations.
- 4.14.** Bids submitted via email or fax will not be entertained.

5. PROCEDURE FOR BID SUBMISSION

- 5.1.** For this tender ‘Single stage- Two envelope procedure’ for open competitive bidding shall be adopted.
- 5.2.** Bid envelope submitted will comprise of a single envelope containing two separate closed / sealed envelopes containing Technical and Financial proposal.
- 5.3.** Technical proposal envelope should be marked as ‘Technical proposal and should include following documents:
 - 5.3.1.** Company profile.
 - 5.3.2.** List of customers (corporate sector) along with their contact details
 - 5.3.3.** Technical specification (Annexure I) document completely filled, signed and stamped for identifying offered equipment.
 - 5.3.4.** Technical brochure of the offered model / equipment
 - 5.3.5.** Elite partner Authorization letter from Vender.
 - 5.3.6.** Active Income Tax/GST Certificate of the bidder.
 - 5.3.7.** Any other document required as per this tender document.
- 5.4.** Financial proposal should be marked ‘Financial proposal’ and contain bid price filled on BOQ Form (Annexure II) for items specified in Annexure I and bank draft of earnest money @ 2%.
- 5.5** In first stage only the ‘Technical proposals’ will be opened in the presence of bidder’s representatives that choose to attend.
- 5.6** Technical proposals of the bidders will be evaluated, generally for compliance of ALL the requirements given in the tender document and specifically for Qualification Criteria given in Annexure III.
- 5.7** Vendors who will not submit all required documents / information as per Qualification Criteria and do not meet the qualification requirement will be declared as Non-Qualified Vendors.
- 5.8** As a part of technical evaluation, bidders may be asked to arrange visit to their completed projects.
- 5.9** On the basis of Qualification Criteria, the financial proposal of only technically qualified bidder will be opened in the presence of their representatives that choose to attend.
- 5.10** Financial proposals of bids found technically non-responsive will be returned un-opened.

6. EVALUATION CRITERIA

The lowest financial bid will be accepted.

7. PAYMENT TERMS

- 7.1** No payment shall be made in advance to the contractor as mobilization advance.
- 7.2** Fifty percent (50%) cost of equipment shall be paid and will be released after successful delivery of the equipment as per Technical specification (Annexure I)
- 7.3** Remaining Fifty percent (50%) cost of equipment shall be payable to the Vendor upon successful and verification / installation of the Network Printers.
- 7.4** All payments shall be made after deduction of all taxes.
- 7.5** All payments shall be made through cross cheque in the Pak Rupees.
- 7.6** Taxes will be deducted at source as per Government Rules at the time of payment.
- 7.7** Bidder should mention any other charges/optional charges in financial bid deemed necessary to complete and compare final bid amount. (all inclusive including taxes)

ANNEXURE I: TECHNICAL SPECIFICATION FOR BRANCH NETWORK PRINTERS

Printer Type	Description	Compliance (Y/N)	Comments
1.1 LaserJet Black	1.1.1 Brand: HP LaserJet M402dn or Equivalent		
	1.1.2 Print speed, Up to 38 ppm		
	1.1.3 128 MB printer memory		
	1.1.4 Processor speed 1200 Mhz		
	1.1.5 Print Resolution Technology, black Up to 1200 , 600 dpi		
	1.1.6 Paper tray(s), standard Two		
	1.1.7 Two-sided printing Automatic (Duplex)		
	1.1.8 Print volume/capacity: up to 750 to 4000 pages per month		
	1.1.9 Color LCD Display		
	1.1.10 Interfaces: Gigabit Ethernet embedded print server with IP Sec, Hi-Speed USB 2.0		
	1.1.11 Compatible with Network operating systems supported: Microsoft Win 7, Win 8, Win 10		
	1.1.12 One Year warranty and on Site Support		
1.2 Equipment Delivery and installation	The Printers will be delivered and installed on desktop PCs at NIT branches as per delivery details in 1.3		
1.3 NIT Branches	KHI (05) , LHR 03, ISB / RWP (02) and 01 each for ABBT, FSB, GUJ, MLT, PSH, SGD, SLKT, Detail of branches can also be viewed from website www.nit.com.pk		

ANNEXURE II: BILL OF QUANTITY

Equipment Type	Quantity	Unit Price PKR	Total Price PKR
1. Network Printers for Branches (As per specifications in Annex I)	17		

Note: Bidder should mention any other charges/optional charges in financial bid (All-inclusive including taxes)

ANNEXURE III: QUALIFICATION CRITERIA

Vendors who will meet the following conditions and submit the documents / statements / information as mentioned, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

- 8.1 Active Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding Elite level partnership like Gold / Premier/ Tier1 for Pakistan from the principal/ manufacturer of the equipment/software (Copy to be provided).
- 8.3 Completely Filled Bill of Quantity as per equipment quantity given under Annex II.
- 8.4 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.5 Compliance of the offered model / product with the specification mentioned in Technical Information. Annexure I completely filled signed and stamped to be included.
- 8.6 Technical proposal documents be duly signed and stamped.
- 8.7 The bidder should have offices in Karachi, Lahore and Islamabad and fully capable to support from these locations.
- 8.8 Should have authorized service provider in Pakistan from the Equipment Manufacturer. (Documentary proof should be provided).
- 8.9 The principal of equipment offered should have its offices in Pakistan.
- 8.10 Successful implementation of at least three (03) similar projects* completed in Financial Sector within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.11 The supply of Network Printers orders completed during last 2 years and in hand should have a combined worth of at least Rs. 1 Million (Documentary proof should be provided).
- 8.12 The brand offered should have more than 03 tier-1 (highest level) partner in Pakistan (as indicated on Principals website).

* Project listed should be of the same Brand with same or higher specification than this Tender