

## **ADMINISTRATION DEPARTMENT**

**Admn./24(42-C)/2016**

**Date: December 1, 2016**

### **TENDER FOR “PURCHASE, INSTALLATION AND COMMISSIONING OF 3KVA &10 KVA UPS” AT NIT HEAD OFFICE, KARACHI & NIT ALFALAH LAHORE**

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites all reputed and well established firms / companies having Tier 1 partnership registered with tax authorities and all mandatory bodies to submit bids, in sealed envelope clearly marked “ **Purchase, Installation and Commissioning of 3/10 KVA UPS** ” containing two separate sealed envelopes - one containing, Technical Proposals (information / documents) duly marked “**Technical Proposal**” and the other containing financial proposal duly marked “**Financial Proposal**” along with earnest money @ 2% of total bid in form of a pay order / demand draft in favor of National Investment Trust Limited as advised in tender document.

Tender documents, which are containing detailed terms and conditions, method of participation, procedure for submission of Tenders, validity, opening of Tender, evaluation criteria, clarification / rejection of Tender are available for the interested participants at National Investment Trust Limited, 6<sup>th</sup> Floor, National Bank of Pakistan Building, I.I. Chundrigar Road, Karachi. Tender documents can also be downloaded from [www.nit.com.pk](http://www.nit.com.pk) free of cost.

Sealed Tender in accordance with the instructions in the documents must reach at National Investment Trust Limited, 6<sup>th</sup> Floor, NBP Building, I.I. Chundrigar Road, Karachi, up to December 19, 2016 at 10:00 a.m. Technical proposals will be opened the same day at 10:30 a.m. This advertisement is available on NIT Website at [www.nit.com.pk](http://www.nit.com.pk)

**(S. IQBAL AHMED)**

Head of Administration

**TENDER FOR PURCHASE, INSTALLATION AND  
COMMISSIONING OF 3 KVA & 10 KVA UPS FOR  
NIT BRANCHES AND LAHORE DATA CENTER**

## NATIONAL INVESTMENT TRUST LIMITED

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## 1. INTRODUCTION

**1.1** National Investment Trust (NIT) is largest open end Mutual Fund in Pakistan. NIT has its Head Office located in Karachi, with its operation spread all over Pakistan through the presence of 23 NIT branches and over 100 distributor's branches.

**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 quantity Five (5) 3 KVA and quantity one (1) 10 KVA Branded Uninterrupted Power Supply (UPS). The selected bidder will be responsible for supply, installation and commissioning the equipment 3 KVA at NIT branches mentioned below and 10 KVA at NIT Zonal Head Office, Lahore.

S. No	Address	Location
1	Platinum Centre (2nd Floor), Allama Iqbal Road	Faisalabad
2	Office No. 1, Ground Floor, Bilal Plaza, Behind Silk Plaza Supply Mansehra Road	Abbottabad
3	13/4 Al-Amin Plaza, The Mall, Opposite Cantonment Board Building	Rawalpindi
4	270 Nacon House, Din Muhammad Wafai Road, Saddar	Karachi
5	08 Lakson Square, Bldg. No.1, Sarwar Shaheed Road, Opp. Karachi Press Club, Saddar, Karachi	Karachi

## **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 all equipment and services, 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 <sup>th</sup> 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	December 19, 2016 at 10:00 a.m
Bid Opening Date and Time	December 19, 2016 at 10:30 a.m
Bid Opening Place	National Investment Trust Limited National Bank Building, 6 <sup>th</sup> Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Contact Person	Mr. S. T. A. Quadri, VP - Admin
Phone:	021-2412056-9 (Ext : 235)
Direct Phone	021-2425101
Fax:	021-2422719

#### **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 / (highest level of partnership) 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 for period of tender submission and its award, inclusive of PPRA compliance requirements.
- 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 offer for UPSs is required to be executed within four (04) to eight (08) weeks.
- 4.13.** The bidder must certify that the UPS model offered is the latest available against the given specification.
- 4.14.** The delivery and installation of 3 KVA UPSs will be at NIT Branches mentioned in para 1.2 Introduction and 10 KVA at NIT Zonal Head Office, Lahore.
- 4.15.** 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 & II 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 III for items specified in Annexure I & II 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 generally and specifically in Qualification Criteria given in Annexure IV.
- 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 under para 4.3

## **7. PAYMENT TERMS**

- 7.1** No payment shall be made in advance to the contractor as mobilization advance.
- 7.2** The delivery invoice will be processed for 50 % payment after successful delivery as per BOQ (Annexure III) and successful verification / Testing and installation as per Technical specification (Annexure I & II).
- 7.3** All payments shall be made after deduction of all taxes.
- 7.4** All payments shall be made through cross cheque in the Pak Rupees.
- 7.5** Taxes will be deducted at source as per Government Rules at the time of payment.
- 7.6** 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 BRANDED 3 KVA UPS**

<b>Product Features</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>	<b>Model</b>	<b>Reference Brochure</b>
1. Uninterrupted Power Supply (UPS) 3 KVA	1.1 Branded (APC / EMERSON or Equivalent)				
	1.2 3 KVA or more as per the closest option				
	1.3 True Online /double conversion / Pure Sine wave				
	1.4 Power Factor 3000 VA / 2100 W				
	1.5 Input voltage range (equal or within) 165 – 275 Volts				
	1.6 Single phase Input				
	1.7 Single phase output				
	1.8 Output voltage 220 – 240 Volts				
	1.9 Backup time equal or greater than 5 to 10 minutes at full load				
	1.10 Compatibility* with Emerson (GXT3000MTPLUS) SNMP card DP801 held in stock by NIT				
	1.11 Generator Compatible				
	1.12 Remote management Software				
	1.13 Acceptability checking of electrical wiring relevant to UPS installation / operation.				
	1.14 On Site Three-years warranty for parts and Labor, and 1 year for batteries.				
	1.15 Delivery and installation at NIT branches (Faisalabad, Rawalpindi, Abbottabad, Nacon Karachi and IFC Karachi)				

Note: Specification higher than above mentioned is also acceptable as per the options available in that brand.

\*For offered UPS not compatible with mentioned card, bidder solution must include an SNMP card.

**ANNEXURE II: TECHNICAL SPECIFICATION FOR BRANDED 10 KVA UPS**

<b>Product Features</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>	<b>Model</b>	<b>Reference Brochure</b>
2 Uninterrupted Power Supply (UPS) 10 KVA	2.1 Branded (APC / EMERSON or Equivalent)				
	2.2 10 KVA or more as per the closest option				
	2.3 Power Rating / Capacity 10000 VA / 8000 W				
	2.3 True Online /double conversion / Pure Sine wave				
	2.4 Input voltage range (equal or within) 170 – 280 Volts				
	2.5 Single phase Input				
	2.6 Single phase output				
	2.7 Output voltage 220 – 240 Volts				
	2.8 Output frequency 50/60 Hz				
	2.9 Online efficiency at full load 90 %				
	2.10 Backup time equal or greater than 5 to 10 minutes at full load				
	2.11 Input Power Factor 0.99 at full load				
	2.12 Maintenance free sealed lead-acid battery				
	2.13 Generator Compatible				
	2.14 LCD / LED Display				
	2.15 SNMP card and Remote management Software				
	2.16 Acceptability checking of electrical wiring relevant to UPS installation / operation.				
	2.17 On Site Three-years warranty for parts and Labor, and 1 year for batteries				
2.18 Delivery, Installation and Testing at Zonal Head Office Lahore.					

Note: Specification higher than above mentioned is also acceptable as per the options available in that brand.

**ANNEXURE III: BILL OF QUANTITY**

Equipment Type	Quantity	Unit Price		Total Price with Three Years Warranty
		UPS (with one year warranty)	Additional warranty (per year)	
Branded Uninterrupted Power Supply (UPS) 3 KVA (As per specifications in Annex 1)	5			
Branded Uninterrupted Power Supply (UPS) 10 KVA (As per specifications in Annex 1I)	1			

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

**ANNEXURE IV: 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 authorized Tier 1 / (highest level of partnership) 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 III.
- 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 & II completely filled signed and stamped to be included also provide detailed brochures / technical-literature for verification of the same.
- 8.6 Technical proposal documents be duly signed and stamped.
- 8.7 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.
- 8.8 The supply of UPS orders completed during last 2 years and in hand should have a combined worth of at least Rs.10 Million (list to be provided).
- 8.9 Have registered offices atleast in Karachi, Lahore and Islamabad / Rawalpindi with capability to provide support in cities as mentioned in para 1.2. Same to be confirmed through bidder's existing SLAs for UPS equipment in these cities.
- 8.10 The Principal of the offered UPS brand should have its presence / office within Pakistan.

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