

## **NATIONAL INVESTMENT TRUST LIMITED**

**TENDER NO. ADMIN / 24 (42-C)**

**DTD: FEBRUARY 17, 2017**

### **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 well established firms / companies having registration with Sales Tax and Income Tax Departments for supply / installation of the following hardware and software: -

- i) 25 New Branded Desktop PCs (HP, Dell, Lenovo or equivalent)
- ii) 26 Microsoft Windows 10 Operating System (Professional Edition / Latest Version)
- iii) 26 Microsoft Office 2016 Standard (Latest Version)
- iv) 01 New Branded Laptop (HP, Dell, Lenovo or equivalent)
- v) 02 Multiuser Network Printers (HP LaserJet M606dn or Equivalent)

Bidding Documents which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, 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, 6<sup>th</sup> Floor, NBP Building, I. I. Chundrigar Road, Karachi. Bidding Documents can also be downloaded from NIT Website [www.nit.com.pk](http://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 March 6, 2017 up to 11:00 a.m. Bids will be opened at 11:30 a.m on March 6, 2017. This advertisement has also been published in Daily DAWN and Daily Jang newspapers.

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

**TENDER FOR PURCHASE OF BRANDED DESKTOP  
PCs, LAPTOP, PRINTERS AND MICROSOFT  
LICENSES FOR NIT HEAD OFFICE AND  
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 23 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 Branded Desktop PCs & Laptop, Microsoft Desktop software licenses and Network Printers as per specification and conditions mentioned below for delivery at NIT Head Office / Branches, 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 hardware and software's, purchased against this Tender.
- 2.2** Selected bidder must ensure that the supplied equipment / Software's is fully operational, new and performs properly and meet Tender Technical Specification.
- 2.3** This Tender includes supply of Microsoft Licenses that meet the requirements and must be updated on Principal Licensing Portal.

## **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	March 6, 2017 up to 11:00 a.m
Bid Opening Date and Time	March 6, 2017 up to 11:30 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:	021-32412056-9 (Ext : 235)
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.** Bidders may quote, if compliant with qualification criteria, for solution in Bill of Quantity (BOQ) Annex V, as per one of the following combinations:
  - 4.3.1 Procurement of Branded Business Desktop PCs as per Annexure I
  - 4.3.2 Procurement of Branded Laptop as per Annexure II
  - 4.3.3 Procurement of Microsoft Desktop Software's as per Annexure III
  - 4.3.4 Procurement of Network Printer's as per Annexure IV
  - 4.3.5 Combination of any of the above (4.3.1, 4.3.2, 4.3.3, 4.3.4).
- 4.4.** Bid should be submitted in Pak Rupees only.
- 4.5.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.6.** 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.
- 4.7.** Validity period of the bids shall be for at least 60 days, as required for compliance with PPRA guidelines.
- 4.8.** 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.
- 4.9.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.10.** 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.
- 4.11.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.12.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.13.** Delivery and commissioning for all items is required to be executed within six (06) weeks.
- 4.14.** Delivery will be the responsibility of the bidder, desktop PCs are required to be finally delivered & installed at its respective branches, but initially for software installation & testing purposes all PCs will be delivered to the NIT Head Office Karachi.

**4.15.** The bidder must at least have office in Karachi, Lahore and Islamabad and fully capable to provide support to all the branch PCs from these location.

**4.16.** 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, III & IV) 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 V) for items specified in Annexure I, II, III, IV 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 VI.

**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 in each category under para 4.3

## **7. PAYMENT TERMS**

- 7.1** No payment shall be made in advance to the contractor as mobilization advance.
- 7.2** For PCs, Laptop and Network Printers:
- 7.2.1** Fifty percent (50%) cost of equipment shall be paid and will be released after successful delivery & testing of the equipment at NIT Head Office as per Technical specification ( Annexure I,II,IV)
  - 7.2.2** Remaining Fifty percent (50%) cost of equipment shall be payable to the Vendor upon successful installation at its respective site.
- 7.3** Hundred percent (100%) cost of MS Software Licenses shall be paid on successful delivery of licenses / verification as per Technical specification (Annexure III) at Microsoft VLC licensing Portal.
- 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 1: TECHNICAL SPECIFICATION FOR BRANDED DESKTOP PC**

<b>Product Features</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>	<b>Model</b>	<b>Reference Brochure</b>
1.1 Make	1.1.1 Branded Business Desktop PC (HP, Dell, Lenovo or equivalent)				
1.2 Form Factor	1.2.1 Must be Mini Tower /				
1.3 Processor	1.3.1 Intel® Core™ i7-6700				
	1.3.2 64 bit				
1.4 Processor Speed	1.4.1 3.4 GHz four core				
1.5 Intel® Smart Cache	1.5.1 8 MB cache 2133				
1.6 Memory Installed	1.6.1 8 GB (2 x 4 GB)				
	1.6.2 DDR4-2133 SDRAM				
1.7 Hard Disk Drive	1.7.1 500 GB 7200 rpm SATA 6G 3.5 HDD				
1.8 Optical Media	1.8.1 None				
1.9 Network Interface	1.9.1 Internal Gigabit Ethernet				
1.10 Slots / Ports	1.10.1 (2) USB 3.0 ports, (2) USB 2.0 ports				
	1.10.2 1 Full-height PCIe Express x16 (x4)				
	1.10.3 1 Full-height PCIe Express x16				
	1.10.4 Full-height PCIe x1				
	1.10.5 01 VGA Port				
1.11 Power Supply	1.11.1 Minimum 280 W power supply				
1.12 OS Support	1.12.1 Windows 7 /8/10 Professional				
1.13 Operating System	1.13.1 None				
1.14 Peripherals	1.14.1 USB Keyboard & Mouse				
1.15 Intel Chipset	1.15.1 Intel Q170				
1.16 LED Display	18.5 “ LED Display				
1.17 Warranty	1.16.1 3 year comprehensive onsite warranty				



<p>1.18 Equipment Delivery 1.19 NIT Branches</p>	<p>1.18.1 The selected bidder will be responsible for initial delivery of 23 PCs at NIT Head Office Karachi for software installation &amp; testing. ii. After testing at NIT Head Office the selected bidder will be responsible for its final delivery and installation at its respective NIT branches (other than Karachi) as per following breakup: a. Lahore quantity 04 b. Islamabad / Rawalpindi quantity 03 c. ABBT, FSB, GUJ, HYD, MLT, PSH, QUETTA, SGD, SLKT, SUKKUR, MIRPUR AK quantity 01 each</p>				
	<p>1.18.2 Branch addresses can also be viewed from website <a href="http://www.nit.com.pk">www.nit.com.pk</a></p>				

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

**ANNEXURE I1: TECHNICAL SPECIFICATION FOR BRANDED LAPTOP**

<b>Product Features</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>	<b>Model</b>	<b>Reference Brochure</b>
1.1 Make	1.1.1 Branded (HP, Dell, Lenovo or equivalent)				
1.2 Display	1.2.1 15.6" diagonal				
1.3 Processor	1.3.1 Intel® Core™ i7-7500U				
	1.3.2 64 bit				
1.4 Processor Speed	1.4.1 2.7 GHz two core				
1.5 Intel® Smart Cache	1.5.1 4 MB cache				
1.6 Memory Installed	1.6.1 8 GB (1 x 8 GB)				
	1.6.2 DDR4-2133 SD RAM				
1.7 Hard Disk Drive	1.7.1 256 M.2 SATA SSD				
1.8 Optical Media	1.8.1 DVD+ /-RW Super Multi DL				
1.9 Network Interface	1.9.1 Internal Gigabit Ethernet / WIFI				
1.10 Slots / Ports	1.10.1 (1) USB 3.0 ports, (2) USB 2.0 ports				
	1.10.2 1 multi-format digital media reader				
	1.10.3 HDMI				
	1.10.4 Headphone/microphone combo				
	1.10.5 VGA				
1.11 Graphics	1.11.1 Integrated Intel HD Graphics				
	1.11.2 Discrete NVidia GeForce Switchable Optimus Graphics Technology				
1.12 webcam	1.12.1 720p HD webcam				
1.13 OS Support	1.13.1 Windows 10 Professional / MS Latest OS				
1.14 Operating System	1.14.1 None				

1.15 Power	1.15.1 65 W Smart AC adapter				
	15.2 Long Life 3-cell, 49 Wh Li- ion Battery				
1.15 carrying case	1.15.1 Top Load Case				
1.16 Warranty	1.16.1 3 year comprehensive onsite warranty				

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

**ANNEXURE III: TECHNICAL SPECIFICATION FOR MS DESKTOP SOFTWARES**

<b>Software Type</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>
1.1 Microsoft Windows 10 Professional Edition / Latest version OLP	1.1.1 Professional Version		
	1.1.2 Open Licensing		
	1.1.3 Must be Latest Version at the time of Delivery		
1.2 Microsoft Office 2016 Standard / Latest version	1.2.1 Standard Version		
	1.2.2 Open Licensing		
	1.2.3 Must be Latest Version at the time of Delivery		

Note: Specification higher than above mentioned is also acceptable as per the options available

**ANNEXURE IV: TECHNICAL SPECIFICATION FOR NETWORK PRINTERS**

<b>Printer Type</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>
1.1 LaserJet Black	1.1.1 Brand: HP LaserJet M606dn or Equivalent		
	1.1.2 Print speed, Up to 65 ppm		
	1.1.3 512 MB printer memory		
	1.1.4 Processor speed 1.2 Ghz		
	1.1.5 Print Resolution Technology, black Up to 1200 x 1200 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 20,000 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 Printing support with NFC touch-to-print		
	1.1.12 Compatible with Network operating systems supported: Microsoft Windows 2012/ 2008 Server, XP, Win 7, Win 8, Win 10		
	1.1.13 Warranty: One Year		
	1.1.14 On Site Support		

**ANNEXURE V: BILL OF QUANTITY**

<b>Equipment Type</b>	<b>Quantity</b>	<b>Unit Price PKR</b>	<b>Total Price PKR</b>
1. Branded Desktop PCs As per specifications in Annex 1)	25		
2. Branded Laptop as per specification in Annex II)	01		
3. Microsoft Windows 10 Professional Edition (As per specifications in Annex III Point 1.1)	26		
4. Microsoft Office 2016 Standard (As per specifications in Annex III point 1.2)	26		
5. Network Printers (As per specifications in Annex IV)	02		

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

**ANNEXURE VI: 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.

**For all the items:**

- 8.1 Active Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Completely Filled Bill of Quantity as per equipment quantity given under Annex V.
- 8.3 Technical proposal documents be duly signed and stamped.
- 8.4 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.5 The principal of equipment offered should have its offices in Pakistan.
- 8.6 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.
- 8.7 Compliance of the offered model / product with the specification mentioned in Technical Information. Annexure I, Annexure II, Annexure III & Annexure IV completely filled signed and stamped to be included.
- 8.8 List of existing customers along with name and contact detail of contact person to be provided, for confirmation of satisfactory support and equipment performance.
- 8.9 Where applicable the bidder should provide manufacturer authorization letter from principal for items to be supplied

**For Desktops PCs & Laptop category:**

- 8.10 The bidder must at least have offices in Karachi, Lahore and Islamabad and fully capable to provide support to all the branch PCs from these locations.
- 8.11 The total amount of PCs supplied during last 3 years of same brand should be in excess of Rs 15 Million. Million (Documentary proof should be provided like POs, etc).
- 8.12 Holding highest (Tier 1) partnership level for Pakistan from the principal/ manufacturer of the equipment.

**For Network Printers category:**

- 8.13 The bidder should have office & support facilities in Karachi area.
- 8.14 The total amount of network printers supplied during last 3 years of same brand should be in excess of Rs 15 Million. Million (Documentary proof should be provided like POs, etc).
- 8.15 The equipment make & model offered should be running at least in four financial institutions head offices giving service to at least 20 to 30 users, with high level of user satisfaction. NIT may ask the bidder to provide a written confirmation from the user organization in this regard.
- 8.16 Holding highest (Tier 1+ ASDP) partnership level for Pakistan from the principal/ manufacturer of the equipment.

**For supply of Microsoft Licenses:**

- 8.17 The bidder should be holding Tier 2 or higher partnership level from the principal. Documentary proof to be provided.
- 8.18 The supply of MS Licenses completed during last 2 years and in hand should have a combined worth of at least Rs 5 Million (Documentary proof should be provided like POs, etc).

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