



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO.ADMN/12(4)/19

DATED: NOVEMBER 20, 2019

TENDER FOR SUPPLY OF CLOTH AND STITCHING OF WINTER UNIFORMS

Suppliers / Vendors registered with tax authorities are invited to submit bids along with sample cloth in sealed envelopes duly marked “Tender for Winter Uniforms (Cloth / Stitching)” for Supply of cloth for 114sets (108 sets of Pant / Shirt and 06 sets of Safari Suits) as per approved cloth samples or equivalent (approved fabric quality / color available for inspection at NIT Head Office) and Stitching of 72sets (66 sets of Pant / Shirt and 06 sets of Safari Suits) for Non-Clerical Staff. Tender Documents may be obtained free of cost from National Investment Trust Limited, Administration Department, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi on any working day (Monday to Friday) during office hours from 9:00 a.m to 5:30 p.m. on or before tender close date.

Sealed Envelopes containing tender documents duly completed / stamped and signed by the authorized person of the supplier/vendor and cloth samples will be submitted at NIT Head Office (at address notified here under) up to December 09, 2019 at 3:00 p.m. Tenders will be opened on same day i.e. on December 09, 2019 at 3:30 p.m.

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

Thanking you,

Yours faithfully

(S.T.A. QUADRI)
Head of Administration

TENDER FOR SUPPLY OF CLOTH ANDSTITCHING OF WINTER UNIFORMS

1. INTRODUCTION

National Investment Trust Limited managing Mutual Funds has its Head Office in Karachi and business network in major cities of Pakistan.

2. DETAILS OF SUPPLIES / SERVICES

NIT invites Suppliers / Vendors registered with tax authorities to submit bids in sealed envelopes for:

- i) Supply of Cloth for 108sets of Shirt / Pant and 06sets of Safari Suits.
- ii) Stitching of 66sets of Shirt / Pant and 06 sets of Safari Suits.

3. TERMS &CONDITIONS

- i) Tenders will be submitted at NIT Head Office, NBP Building, 6th Floor, I.I. Chundrigar Road, Karachi up to 9th December, 2019 at 3:00 p.m.
- ii) Tenders will be opened at NIT Head Office on same date i.e. on December 09, 2019 at 3:30 p.m. in the presence of bidders and the same will be documented duly signed by the participants and members tender committee.
- iii) Supply of cloth for **Winter Uniform** and stitching of uniforms will be made at NIT Head Office, Karachi as per approved samples 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) During tender process, any change in Government duties, taxes or change in price of fabric / stitching will be borne by the successful bidder.
- viii) Incomplete / conditional quotations will not be entertained.
- ix) In case of deviation from approved samples of cloth / stitching uniform will be returned with advice to submit the same meeting quality / colour / design as per approved samples within specified time to be notified to vendor. In case, vendor fails to supply uniforms meeting quality / design of approved samples, next vendor will be invited to supply the uniforms as per approved samples.
- x) Bidders will submit declaration that they are not blacklisted by Government / Semi Government Organizations for any deviation from procedure / supply of defected goods.
- xi) Vendors / suppliers will be eligible to offer bids for all supplies (cloth of uniform) and services (stitching of uniforms) and will be required to submit bids in sealed envelopes duly marked "**Tender for Winter Uniforms – Supply of Cloth and Stitching**".



NATIONAL INVESTMENT TRUST LIMITED

4. QUALIFICATION OF BID

- i) Suppliers will submit copies of registration with tax authorities.
- ii) Suppliers 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 inclusive taxes / all fees / all charges etc. on Bid of Quantity (BOQ) on our Format (**Attachment # 3**) for supply of cloth and (**Attachment # 4**) for stitching of Uniforms with NIT Logo.

5. 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.T.A. QUADRI)
HEAD OF ADMINISTRATION

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

Dated: _____

The Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor
I.I. Chundrigar Road
K A R A C H I :

SUB: TENDER FOR SUPPLY OF CLOTH AND STITCHING OF WINTER UNIFORMS

Sir,

Having read / understood terms and conditions, qualification criteria, evaluation of bid criteria of Tender Documents Ref: # **ADMN / 12(4)/19dated November 20, 2019**, we submit Tender for supply of cloth and stitching of Winter Uniforms for Non-clerical staff duly signed / stamped in sealed envelope duly marked **“Tender for Winter Uniforms (Cloth and Stitching).”**

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:

Title of Business : _____

Supplier Status : _____
Importer / Trader / Supplier

NTN Number : _____

GST Number : _____

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 TENDER (FINANCIAL BID ON BIDDER LETTER HEAD) FOR SUPPLY OF CLOTH FOR WINTER UNIFORMS

SR. #	PRODUCT	QNTY	RAT E PER SET	TAX PER SET	RAT E PER SET INCL . TAX	TOTA L BID WITH- OUT TAX	TOTA L TAX	TOTA L BID INCL. TAX
			(RS.)	(RS.)	(RS.)	(RS.)	(RS.)	(RS.)
1	SUPPLY OF CLOTH FOR UNIFORMS (SHIRTS / PANTS)	108						
2	SUPPLY OF CLOTH FOR UNIFORMS (SAFARI SUITS)	06						

DELIVERY TIMELINE : _____

TOTAL RUPEES _____

For (Bidder Name) _____

Name and Signature of authorized Official of Bidder
with official stamp

Attachment # 4 : SUBMISSION OF TENDER (FINANCIAL BID ON BIDDER LETTER HEAD) FOR STITCHING OF WINTER UNIFORMS

SR. #	PRODUCT	QNTY	RAT E PER SET	TAX PER SET	RAT E PER SET INCL . TAX	TOTA L BID WITH- OUT TAX	TOTA L TAX	TOTA L BID INCL. TAX
			(RS.)	(RS.)	(RS.)	(RS.)	(RS.)	(RS.)
1	STITCHING OF UNIFORMS (SHIRTS / PANTS) WITH EMBROIDERY OF NIT LOGO	66						
2	STITCHING OF UNIFORMS (SAFARI SUITS) WITH EMBROIDERY OF NIT LOGO	06						

DELIVERY TIMELINE : _____

TOTAL RUPEES _____

For (Bidder Name) _____

Name and Signature of authorized Official of Bidder
with official stamp