



TENDER FOR PURCHASE OF BRANDED PCS & WINDOWS DESKTOP SOFTWARE

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 22 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 Branded Business Desktop PCs, Microsoft Windows Desktop software's as per specification, quantity and conditions mentioned in this document for delivery at NIT Head office , 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 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	May 16, 2014 at 11.00 P.M
Bid Opening Date and Time	May 16, 2014 at 11.30 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, VP - Admin
Phone:	021-32412056-9 (Ext : 235)
Direct Phone	021-32425101
E-mail	avpadmin@nit.com.pk
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 holding Tier 1(highest) level partnership for Pakistan from the principal / manufacturer of the equipment.
- 4.3.** Bid should be submitted in Pak Rupees only.
- 4.4.** Bidders may quote, if compliant with qualification criteria, for solution in Bill of Quantity (BOQ) Annex III, as per one of the following combinations:
 - 4.4.1 Procurement of Branded Business Desktop PCs as per Annexure I
 - 4.4.2 Procurement of Microsoft Desktop Software's as per Annexure II
 - 4.4.3 Combination of any of the above (4.4.1, 4.4.2).
- 4.5.** Complete items against above mentioned bidding category should be included in bid submitted.
- 4.6.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.7.** 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.
- 4.8.** Validity period of the bids shall be for at least 30 days.
- 4.9.** 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.
- 4.10.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.11.** 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.
- 4.12.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.13.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.14.** Delivery and commissioning offer for all items is required to be executed within Two (02) to four (04) weeks.
- 4.15.** The bidder must certify that the offered products defined in Para 4.4 is the latest available against the given specification.
- 4.16.** The delivery will be made at NIT Head Office, Karachi.

4.17. The bidder must have office in Karachi and fully capable to provide maintenance support from this location.

4.18. Bids submitted via email or fax will not be entertained.

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. Technical brochure of the offered model / equipment.

5.3.2. Company profile.

5.3.3. List of customers(corporate sector) along with their contact details

5.3.4. Technical specification (Annexure I & II document completely filled, signed and stamped for identifying offered equipment.

5.3.5. Elite partner Authorization letter from Manufacturer.

5.3.6. 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 as per BOQ (Annexure III) as per specification given in Annex 1& II and bank draft for the earnest money.

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 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 against each category as mentioned in paragraph 4.4

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 Branded Desktop Pcs shall be paid after successful delivery of equipment at site. However partial delivery of equipment may be accepted.
- 7.3** Fifty percent (50%) cost of Branded Desktop PCs shall be payable to the vendor upon user acceptance by IT department, NIT of the delivered equipment.
- 7.4** Hundred percent (100%) cost of software defined in Para 4.4.2 shall be paid and will be released after successful delivery and verification of all the listed software as per Bill of Quantity (BOQ) and invoice processing as per internal procedure.
- 7.5** All payments shall be made after deduction of taxes.
- 7.6** All payments shall be made through cross cheque in the Pak Rupees.
- 7.7** Taxes will be deducted at source as per government rules at the time of payment.
- 7.8** 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 DESKTOP PC

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
1.1 Make	1.1.1 Branded (IBM, HP, Dell or equivalent) without LCD				
1.2 Form Factor / height	1.2.1 Mini or Micro tower				
1.3 Processor	1.3.1 Intel® Core™ i5-4670				
	1.3.2 64 bit				
1.4 Processor Speed	1.4.1 3.4 GHz				
1.5 Intel® Smart Cache	1.5.1 6 MB cache				
1.6 Memory Installed	1.6.1 4 GB (1 x 4GB)				
	1.6.2 1600 MHz DDR3 DIMM				
1.7 Hard Disk Drives	1.7.1 500 GB 7200 rpm SATA-6G				
1.8 Optical Media	1.8.1 DVD Drive				
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 PCI Express x16				
	1.10.3 3 PCI Express x1 accessory connectors				
1.11 Power Supply	1.11.1 320 W Standard power supply				
1.12 OS Support:	1.12.1 Windows 7 /8 Professional				
1.13 Operating System	1.13.1 DOS				
1.14 Peripherals	1.14.1 Keyboard, Mouse				
1.15 Intel Chipset	1.15.1 Intel H81 Express				
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 that brand.

ANNEXURE II: TECHNICAL SPECIFICATION FOR DESKTOP SOFTWARES

Software Type	Description	Compliance (Y/N)	Comments
1.1 Microsoft Windows 8.1 Professional Edition OLP	1.1.1 Professional Version		
	1.1.2 Open Licensing Support		
	1.1.3 Down gradable to Windows 7 Professional		
1.2 Microsoft Office 2013	1.3.1 Standard Version		
	1.3.2 Open Licensing Support		

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

ANNEXURE III: BILL OF QUANTITY

Equipment Type	Quantity	Unit Price PKR	Total Price PKR
1. Branded Desktop PCs without LCD (As per specifications in Annex 1)	24		
2. Microsoft Windows 8.1 Professional Edition (As per specifications in Annex II Point 1.1)	24		
3. Microsoft Office 2013 (As per specifications in Annex II Point 1.2)	24		

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 Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding Tier 1 (highest) level of partnership like Gold / Premier etc 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.
- 8.6 Technical proposal documents be duly signed and stamped.
- 8.7 Successful implementation of at least three (03) similar projects* completed within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.8 The supply of Desktop PC hardware orders completed during last 2 years and should have a combined worth of at least Rs. 30 Million (list to be provided).

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