



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMN / STA 14 / 25

DTD: DEC 4, 2014

SUPPLY OF GENERAL & COMPUTER STATIONERY

Sealed Tenders are invited for supply of General & Computer Stationery items as per the details mentioned in the Bill of Quantity from suppliers registered with tax authorities. **Please note that for HP products (Toner / Ink cartridges etc) tender of those vendor will be accepted who are authorized listed on HP Pakistan website for IPG (Imaging & Pakistan Group).** Tender Documents may be obtained free of cost from Administration Department, National Investment Trust Limited, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi on any working day during office time.

Tender Documents # 2 to 5 duly completed / stamped and signed by the authorized person may be forwarded to the undersigned in sealed and closed envelop duly marked “**Tender for Stationery**” or may be dropped in Tender Box placed at Reception Area at above address **up to 22nd December, 2014 at 10:30 a.m. Tenders will be opened on 22nd December, 2014 at 11:00 a.m.**

NIT reserves the right to accept / reject wholly or partially any tender and to annul the bidding process at any stage of the tender process. Reasons for which will be appraised only on request in writing. NIT will not be liable for any loss or damage to any party acting in reliance thereon.

Thanking you,

Yours faithfully

(S.T.A. QUADRI)
VICE PRESIDENT

Contact Persons : Mr.Hafeez ur Rehman – Assistant Chief Manager
Office Phone : 32412056-9 Ext: 241 Fax No. 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

Document 1 : Covering Letter for Proposal Submission (on company letter head)

Date : _____

The Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor
I. I. Chundrigar Road
Karachi

SUBJECT : TENDER FOR SUPPLY OF GENERAL/ COMPUTER STATIONERY

Sir,

Having read / understood terms and conditions of tender, qualification criteria, evaluation of bid criteria, we sign / submit all Tender Documents (# 2 to 5) including Bill of Quantity for supply of General Stationery with official stamp as desired in closed / sealed envelop duly marked “**Tender for Stationery**”.

NIT reserves the right to accept / reject tender (wholly or partially) and to annul the bidding process at any stage of the tender process. Reasons for which will be appraised only on request in writing NIT will not be liable for any loss or damage to any party acting in reliance thereon. Necessary information is given below:-

Supplier Status : _____
Importer / Trader / Authorized Distributor

Name of Contact Person : _____
Office Phone / Mobile # : _____
Office Fax # : _____

We remain,

Yours sincerely

(Name and Signature of Authorized Signatory)

Encl : (detail)



NATIONAL INVESTMENT TRUST LIMITED

Document No. 2 (Terms and Conditions of Tender)

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NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT

SUPPLY OF GENERAL & COMPUTER STATIONERY

TERMS & CONDITIONS OF TENDER

1. Tender will be opened on **22nd December, 2014 at 11:00 am** in the presence of the bidders / their representatives and the Committee. Names of the bidders and rates quoted for each item / per unit will be announced / recorded in a statement to be signed by the participants.
2. Supply will be made at **National Investment Trust Limited, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi** without any extra charges.
3. Rate (s) will be inclusive of all taxes, duties etc levied by the Government of Pakistan.
4. Quotation will remain valid up to 90 days from the date of its opening.
5. Tender / Quotations once opened by the Committee will not be taken back by the participants.

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6. Supply should be completed within one week of time from the date of firm order.
7. Supply will be made in proper packing material and in order easily countable.
8. Order for supply of stationery items will be split on the basis of the lowest quotations. Bidders quote the lowest for few items of nominal value will be ignored.
9. Any change in Government duties, taxes or devaluation of Pak Rupees against Foreign Currency will be borne by the successful bidder(s).
10. Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting is also not acceptable.
11. Substandard items and items different from the required quality / standard will be rejected / returned at any stage during or after supply.
12. For computer Stationery only HP- Authorized vendors listed on HP- Pakistan Web Site are requested to supply quoted with Original HP Toner/ Cartridges.

(S.T.A. QUADRI)
VICE PRESIDENT

Acceptance by the supplier

Name and Signature of authorized official of Bidder
with official stamp

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NATIONAL INVESTMENT TRUST LIMITED

Document No.3 (Qualification of Bid)

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NATIONAL INVESTMENT TRUST LIMITED ADMINISTRATION DEPARTMENT

SUPPLY OF GENERAL / COMPUTER STATIONERY

QUALIFICATION OF BID

1. Vendors / Suppliers must be registered with Income / Sales Tax Authorities.
2. Bidder will fill out unit price and total amount of each item / unit including all taxes on the Bill of Quantity duly signed by authorized official of supplier with official stamp.
3. Bidder will sign with official stamp all Tender Documents (# 2 to 5).
4. Bidder will submit tender in closed / sealed envelop up to **22nd December, 2014 at 10:30 a.m.**

(S.T.A. QUADRI)
VICE PRESIDENT

Name and Signature of authorized Official of Bidder
With official stamp

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Document No. 4 (Evaluation of Bid)

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NATIONAL INVESTMENT TRUST LIMITED ADMINISTRATION DEPARTMENT

SUPPLY OF GENERAL / COMPUTER STATIONERY

EVALUATION OF BID

1. Bidders will win order only for supply of the stationery items for which they quote the lowest rates. Order for supply of stationery items will be split on the basis of the lowest quotation. Bidders quote the lowest for few items of nominal value will be ignored.
2. In case more than one bidder quote same lowest rates of stationery items, order for supply will be issued to the bidder wins order for supply of more stationery items on the basis of the lowest quotation.

(S.T.A. QUADRI)
VICE PRESIDENT

Name and Signature of authorized Official of Bidder
With official stamp

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