



**PREQUALIFICATION OF CONTRACTORS
FOR EXECUTION OF CIVIL AND OTHER
WORKS AS PER APPROVED
ARCHITECTURAL AND INTERIOR DESIGN**

NIT is looking for a Firm of Contractors to execute civil and other works as per approved Architectural and Interior Design for NIT Office on one floor of a constructed building measuring 11,700 sq. ft. in Karachi.

All Firms of Contractors having experience in constructing corporate interiors in commercial projects registered with tax authorities and all legally mandatory professional bodies are invited to submit one sealed envelope clearly marked **“PREQUALIFICATION OF CONTRACTORS”** containing documents / statements / information as instructed in the prequalification document along with earnest money amounting to Rs.50,000/- (Rupees fifty thousand only) in form of a pay order / demand draft in favor of National Investment Trust Limited latest by May 25, 2010 up to 11:00 a.m.

Prequalification documents may be collected from the address appearing below free of cost. Only sealed envelopes containing documents / statements / information received by May 25, 2010 up to 11:00 a.m will be opened / recorded on a statement duly signed by all the participants on May 25, 2010 at 11:30 a.m in the presence of such representatives of Firms of Contractors that may choose to attend. NIT reserves the right to cancel the prequalification process at any stage at its discretion.

S. IQBAL AHMED
Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi
PABX 021-32412056-59, Director Ph: 021-32422117
Fax : 021-32422719 UAN 111-648-648



**NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT**

**Ref: Admn./ 07/ 2010/
Date : May 7, 2010**

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NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT

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ADMINISTRATION DEPARTMENT

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(S. IQBAL AHMED)
Head of Administration



**Admn/ 07/ 2010/
Date : May 7, 2010**

1. INTRODUCTION

National Investment (Unit) Trust is the largest and oldest open end mutual fund in Pakistan. It's management company, National Investment Trust Limited ("NIT"), has its Head Office located at Karachi and a business network spread all over Pakistan. During last two years, NIT launched four new mutual funds and so is currently managing five mutual funds with assets totaling approximately Rs.80 Billion. This expansion has necessitated additional office space requirements so NIT intends to move its Head Office to larger premises ("New Head Office") that are also in line with its re-vitalized brand image.

2. SCOPE OF WORK

To carry out/ implement/ complete all civil and other works (on a turnkey basis) in every respect in accordance with general and special terms contained in this document as well as the formal contract to be executed at the time of award of the project (draft of which will be made available at the time of request for financial bids from contractors that qualify through this pre-qualification process), the NIT approved Architectural and Interior Design, and to the satisfaction of NIT and its approved Architectural Firm. Such Architectural Firm may in its discretion issue further drawings and/ or written instructions/ details direction / explanations. The Scope of work shall include, without limitation, interior construction, IT and Telecommunication Systems installation, Heating and Ventilation System (HVAC System), Electric Cabling including appropriate load distribution, Air Conditioning System including ducting, Lighting and auxiliary fixtures, Fire Protection System, Emergency Evacuation Plan, Signage and Lighting.

3. OBJECTIVES OF WORK

The New Head Office is contemplated as a state-of-the-art interior based on contemporary style with a modern business environment and modern facilities and infrastructure, in line with the re-vitalized brand image of NIT as the leader of the Mutual Fund Industry in Pakistan.

4. PREQUALIFICATION PROCESS

- i) One sealed envelope, clearly marked, "**PREQUALIFICATION OF CONTRACTORS**", containing all information/ documents/ statements required under Clause 6 and 7 below entitled, "Prequalification Proposals", along with

bid bond of Rs.50,000/- in the form of a pay order/ demand draft made out in favor of, "National Investment Trust Limited". Such sealed envelopes should be submitted by interested parties by May 25, 2010 latest by 11:00 a.m. Such sealed envelopes should also clearly be marked with the name, address and contact number of the Firm.

- ii) All sealed envelopes received from Firms upto 11:00 a.m. on May 25, 2010 will be opened on May 25, 2010 at 11:30 a.m. in the presence of representatives of the participants who may choose to be present.
- iii) After opening of envelopes, each page shall be numbered, stamped and signed by NIT committee members, and participants, in the presence of the participants. A statement containing all required columns for receipt of information/ documents as per this document shall also be filled out / signed by NIT committee members and the participants.
- iv) Prequalification of Firms will be carried out as per criteria defined herein and the result thereof will be intimated to all participating parties.
- v) Subsequently, tender for execution of Civil and other Works as per approved Architectural and Interior Design of NIT Head Office will only be sought from the Prequalified Firms.

5. GENERAL TERMS AND CONDITIONS

- i) NIT reserves the right to accept/ reject/ cancel wholly or partially the Prequalification/ tender process. Reasons shall only be provided in writing upon receipt of written request.
- ii) Firms that submit Prequalification information/ documents/ statements without bid bond will be classified as, "Non-responsive Firms", and shall be disqualified from the Prequalification/ tender process.
- iii) Validity of Prequalification shall be valid and binding for a period of six months or till such time as the Contract for execution of Civil and other Works as per approved Architectural and Interior Design of NIT Head Office is awarded to the selected Firm. Revocation/ withdrawal of bid prior to such time shall entitle NIT to retain and use the bid bond money at its discretion.
- iv) All information/ documents/ statements submitted by Firms must be signed by an authorized signatory of the Firm.
- v) Information/ documents/ statements submitted by Firms via e-mail or fax are not acceptable and will be deemed non-responsive.

- vi) 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.
- vii) Prequalification proposals are liable to be rejected if they do not conform to the terms, conditions, criteria, and/ or instructions stipulated in this document.
- viii) During the examination, evaluation and comparison of the Prequalification process, NIT as its sole discretion may ask the participating Firms for any clarifications permissible under law.
- ix) The interested Firms must have the capability and wherewithal to complete the project within a period of three months from date of execution of Contract for execution of Civil and other Works as per approved Architectural and Interior Design of NIT Head Office.
- x) The bid bond must be valid till award of Contract for execution of Civil and other Works as per approved Architectural and Interior Design of NIT Head Office. Any Firm that withdraws from the Prequalification or subsequent tender process or cancels its bid shall have its bid bond forfeited, entitling NIT use such monies at its discretion. The bid bond shall be returned to the Disqualified/ unsuccessful Firms after the announcement of Prequalification Result.
- xi) Incomplete and/ or conditional offers/ documents/ statements/ information are not acceptable and will lead to disqualification from the Prequalification/ subsequent tender process.
- xii) All updates/ changes shall be communicated by NIT to all participants through e-mail or courier service.
- xiii) In case of any dispute between the parties arising out of or connected to any matter related to the Prequalification Process, the same shall be referred to the Managing Director, NIT whose decision shall be final and binding on all parties.

6. PREQUALIFICATION PROPOSALS

Firms of Contractors will submit the following information / documents with supports:-

- i) Registration with the Sales Tax and Income Tax authorities and all legally mandatory professional bodies including Pakistan Engineering Council (copies of registrations with up-to-date renewal required);
- ii) Statement of Credentials on format prescribed in Annexure A, and Company Profile; and

- iii) Details/ photographs/ multimedia of all corporate interiors (each of at least 10,000 sq. ft) in commercial projects completed/ under progress during the last 3 years. A minimum of 3 such completed projects is necessary. If available, Firms should also provide details/ photographs/ multimedia of completed Projects in raw form (i.e. Site look before start of works). Firms may also be asked to arrange visits to such projects.
- iv) Award letters of projects completed/ under progress, issued by clients, and certification from clients in recognition of performance, and in this context, Authority letter to NIT to approach clients, on behalf of Contractor, for feedback on completed/ on-going projects.
- v) Bank statement of last financial year.
- vi) Confirmation that the Firm is not black-listed by any Government/ Semi-Government Organization (Confirmation to be duly signed by authorized signatory with official stamp).
- vii) Details of litigation and/ or arbitration cases, if any, in which the Firm has been involved during any work performed in the last 3 years.

7. QUALIFICATION CRITERIA

- i) All information/ documents/ statements required under Clause 6 above.
- ii) Bids of Firms found containing incorrect or incomplete statements/ information or not meeting the requirements of this document (whether at the time of Prequalification or subsequently) will lead to disqualification from Prequalification/ tender process.
- iii) NIT may visit completed projects and seek client feedback (either in person or over the telephone) on workmanship/ fulfillment of commitment and overall performance/ level of dealing with clients.
- iv) Firms, meeting all other requirements of this document, will be graded, in order of merit, on the basis of completed/ on-going projects, capability to execute works, experience, quality of projects and client feedback, and accordingly be declared as Prequalified Contractors. Result of Prequalification will be intimated to all the firms.
- v) Firms not meeting the required criteria shall be disqualified from the Prequalification/ subsequent tender process.

8. TENDER FOR EXECUTION OF CIVIL AND OTHER WORKS AS PER APPROVED ARCHITECTURAL AND INTERIOR DESIGN

Only Prequalified Firms of Contractors will be eligible to participate in the subsequent Tender Process for execution of civil and other works as per approved Architectural and Interior Design.

9. CLARIFICATIONS

Contact persons for queries, if any, will be as under:

1. Mr. S. Iqbal Ahmed
Head of Administration
National Investment Trust Limited
PABX Ph: 021-32412056-9 (Ext: 224)
Direct Phone: 021-32422117, Fax # 021-32422719
2. Mr. S.T.A Quadri, AVP – Admin
PABX Ph: 021-32412056-9 (Ext: 235)
Direct Phone: 021-32425101, Fax # 021-32422719

10. ATTACHMENTS

1. Annexure A : Statement of Credentials
2. Annexure B : List of Completed & On-going Projects
3. Annexure C : Format of Bid Submission

(S. IQBAL AHMED)
Head of Administration
National Investment Trust Limited



Annexure A

STATEMENT OF CREDENTIALS

Note :

- i) To be filled in and signed by the Principal Engineer/ Director/ Proprietor/ C.E.O. of Firm. In case of signature by any other authorized person, then authority to bind Firm is also required to be submitted.
- ii) Incorrect, mis-leading or false information will disqualify the Firm from participation.
- iii) All information submitted must be supported by necessary documentation.

-
1. FULL NAME AND ADDRESS OF FIRM AND ITS BRANCH OFFICES (IF ANY).
 2. DATE OF ESTABLISHMENT OF FIRM.
 3. CORPORATE STATUS OF FIRM (limited company/ partnership/ proprietorship).
 4. NAMES OF OWNERS/ DIRECTORS/ PARTNERS/ PROPRIETORS.
 5. NAMES AND QUALIFICATIONS OF PRINCIPAL AND SENIOR ENGINEERS AND KEY PERSONNEL (INCLUDING ENGINEERS AND TECHNICAL STAFF) TO BE ENGAGED IN THE PROJECT.
 6. DETAILS OF FULL AND PART TIME STAFF STRENGTH
 7. AUTHORISED CONTACT PERSON'S NAME, DESIGNATION AND CONTACT DETAILS (TELEPHONE #/ CELL #/ FAX #/ OFFICIAL E-MAIL ADDRESS).

NAME
PRINCIPAL ENGINEER/ DIRECTOR/ PROPRIETOR/ C.E.O.
OFFICIAL STAMP

ANNEXURE - B

DETAILS OF PROJECTS COMPLETED & ON-GOING DURING LAST THREE YEARS

SR. #	Name of the Client	Nature of work	Estimated Value	Built area sq. ft.	Period of Project	Completed or On-going	Final Value of Project	Reasons for variations, if any
1	2	3	4	5	6	7	8	9

NAME / SIGNATURE
DESIGNATION
OFFICIAL STAMP

Format of Bid Submission
(On Bidder's letter head)

DTD : _____

The Head of Administration,
NIT Head Office,
Karachi.

SUBJECT: PREQUALIFICATION OF CONTRACTOR

Sir,

We, having studied the entire Prequalification documents including scope, objectives, Prequalification proposal, general terms and conditions, qualification/ evaluation criteria contained in Reference # Admn/07/2010 dated May 7, 2010 on the subject, submit herewith one sealed envelope duly marked "**PREQUALIFICATION OF CONTRACTOR**".

We confirm that our proposal includes bid bond of Rs.50,000/- in the form of Pay Order/ Bank Draft in favor of "National Investment Trust Limited".

We hereby agree that NIT is not liable in any manner for any loss or damage suffered by us during the course of the prequalification/ subsequent tender process.

Thanking you,

Yours Sincerely,

Authorized Signature:
Name and title of Signatory
Name of Firm:
Address:

Encls:

- a) Annexure A- Statement of Credentials
- b) Annexure B- List of Completed & On-going Projects
- c) Bid bond of Rs.50,000/- in form of pay order/ bank draft in favour of National Investment Trust Limited.