

**TENDER FOR PURCHASE OF SOFTWARE'S
PACKAGES AT NIT HEAD OFFICE, KARACHI**

NATIONAL INVESTMENT TRUST LIMITED

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ANNEXURE

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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 19 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 Software's packages and user licenses as per specification and conditions mentioned below for delivery at NIT Head Office, Karachi

2. SCOPE OF WORK

Following requirements define the scope of work for this Tender:

- 2.1** This Tender includes supply of licenses and installation media for the required software.
- 2.2** Supplied software is of the latest version and media and licenses are functional and meet the legal requirements.
- 2.3** Provide training on the installation and administration of purchased software through principal or bidder own facility.

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 | 9 th December 2010 at 11.00 A.M |
| Bid Opening Date and Time | 9 th December 2010 at 11.30 A.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, AVP - 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 the authorized Tier 1 Dealer / Partner of the principal in Pakistan.
- 4.3.** The bidder shall at least quote for all the items from the same principal mentioned in BOQ, for example if quoting for any Microsoft product than his bid should include quotation for all the items relating to Microsoft. Bidders are encouraged to quote for items falling under different principals if they meet the requirement given under paragraph 4.2.
- 4.4.** Bidders based on the explanation above may quote for solution in Bill of Quantity (BOQ) Annex II, as per one of the following software's combinations:
 - 4.4.1** All software's in Annexure I from 1.1 to 1.4
 - 4.4.2** All Microsoft products in Annexure I from 1.1 to 1.3
 - 4.4.3** Oracle Database license in Annexure I 1.4
- 4.5.** Bid should be submitted in Pak Rupees only.
- 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 of software packages required to be executed within Two (02) to four (04) weeks.
- 4.15.** The delivery will be at NIT Head Office, Karachi.
- 4.16.** The bidder must have office in Karachi and fully capable to provide support from this location.

4.17. 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 for software's packages' 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) document completely filled, signed and stamped for identifying offered equipment.
 - 5.3.4. Elite partner Authorization letter from Software Vender.
 - 5.3.5. Income Tax/GST Certificate of the bidder.
 - 5.3.6. Any other document required as per this tender document.
- 5.4. Financial proposal should be marked 'Financial proposal for software's packages' and contain bid price filled as per BOQ (Annexure II) for software's packages as per specification given in Annex 1 and earnest money @ 2% of total bid value in form of bank draft.
- 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 III.
- 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** Hundred percent (100%) cost of software 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.
- 7.3** All payments shall be made after deduction of taxes.
- 7.4** All payments shall be made through cross cheque in the Pak Rupees.
- 7.5** Taxes will be deducted at source as per Government Rules at the time of payment.
- 7.6** Bidder should mention any other charges/optional charges in financial bid deemed necessary to complete and compare final bid amount. (all inclusive including taxes)

Annex 1: Technical Information for ‘Software Packages’

| Software Type | Description | Compliance (Y/N) | Comments |
|---|---|-------------------------|-----------------|
| 1.1 Microsoft Windows 7 Professional Edition | 1.1.1 Professional Version | | |
| | 1.1.2 Open Licensing Support | | |
| | 1.1.3 Windows 2008 Client Access license | | |
| | 1.1.4 With down gradable rights to previous version | | |
| | 1.1.5 Active Directory Client Access License | | |
| | 1.1.6 64 bit /32 bit Support | | |
| | 1.1.7 Media Kit | | |
| 1.2 Microsoft Office 2010 | 1.2.1 Standard Version | | |
| | 1.2.2 With down gradable rights to previous version | | |
| | 1.2.3 Open Licensing | | |
| | 1.2.4 Media Kit | | |
| 1.3 Microsoft Windows Server 2008 R2 | 1.3.1 Standard Version | | |
| | 1.3.2 64 bit /32 bit Support | | |
| | 1.3.3 Open Licensing | | |
| | 1.3.4 Client Access license | | |
| | 1.3.6 Media Kit | | |
| 1.4 Oracle Database 11g | 1.4.1 Standard Version | | |
| | 1.4.2 Client Access License | | |

Annexure II: Bill of Quantity for Software Packages (To be attached as part of Financial Bid)

| Software Type | Quantity | | Unit Price | Total Price |
|---|--------------------------------|----|------------|-------------|
| 1.1 Microsoft Windows 7 Professional Edition (As per specifications in Annex I) | 1.1.1 Open License | 35 | | |
| | 1.1.2 Media Kit | 1 | | |
| | 1.1.3 AD Client Access License | 10 | | |
| 1.2 Microsoft Office 2010 Standard (As per specifications in Annex I) | 1.2.1 Open License | 35 | | |
| | 1.2.2 Media Kit | 1 | | |
| 1.3 Microsoft Windows Server 2008 R2 (As per specifications in Annex I) | 1.3.1 Open License | 4 | | |
| | 1.3.2 Media Kit | 1 | | |
| 1.4 Oracle Database 11g (As per specifications in Annex I) | 1.4.1 CAL | 15 | | |
| | 1.4.2 Media Kit | 1 | | |

ANNEXURE III: QUALIFICATION CRITERIA

Vendors who will meet the following conditions and submit the documents / statements / information as mentioned in tender documents, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

1. Income Tax Certificate / GST Certificate (Copy to be provided).
2. Holding Elite level partnership like Gold / Premier/Enterprise/Tier1 etc for Pakistan from the principal/ manufacturer of the equipment (Copy to be provided).
3. Successful completion of at least five (05) similar projects completed within last two years. Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
4. The Software supplied Projects completed during last 2 years and in hand should have a combined worth of at least Rs.10.0 Million (list to be provided).
5. Completely Filled Bill of Quantity as per equipment quantity given under Annex II.
6. Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
7. Compliance of the offered product with the specification mentioned in Technical Information. Annexure I completely filled signed and stamped to be included.