



**TENDER FOR PURCHASE OF BRANDED LAPTOP  
& UPS AT NIT HEAD OFFICE, KARACHI**

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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 Laptop & UPS as per specification, quantity and conditions mentioned in this document for delivery at NIT , 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 <sup>th</sup> 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	October 26, 2012 at 10.00 A.M
Bid Opening Date and Time	October 26, 2012 at 10.30 A.M
Bid Opening Place	National Investment Trust Limited National Bank Building, 6 <sup>th</sup> 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 holding elite 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 IV, as per one of the following combinations:
  - 4.4.1 Procurement of Branded Laptop as per Annexure I
  - 4.4.2 Procurement of Uninterrupted Power Supply (UPS) 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 Annexure III Bill of Quantity

## **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 Laptop & UPS defined in Para 4.4 shall be paid after successful delivery and verification as per Bill of Quantity (BOQ) and invoice processing as per internal procedure.
- 7.3** Remaining fifty percent (50 % cost of Laptop & UPS defined in Para 4.4 shall be paid after successful delivery and verification as per Bill of Quantity (BOQ) and invoice processing as per internal procedure.
- 7.4** All payments shall be made after deduction of taxes.
- 7.5** All payments shall be made through cross cheque in the Pak Rupees.
- 7.6** Taxes will be deducted at source as per government rules at the time of payment.
- 7.7** 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 BRANDED LAPTOP**

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
1.1 Make	1.1.1 Branded ( HP, IBM, Dell or equivalent)				
1.2 Form Factor / height	1.2.1 Laptop				
1.3 Processor	1.3.1 i5-3210M 3rd Generation				
1.4 Processor Speed	1.4.1 2.50 GHz				
1.5 Intel® Smart Cache	1.5.1 3MB L3				
1.6 Intel Chipset	1.6.1 Mobile Intel® HM76 Express				
1.7 Memory Installed	1.7.1 4 GB				
	1.7.2 1333 MHz DDR3 SDRAM				
1.8 Hard Disk Drives	1.8.1 500 GB 7200 rpm SATA II				
1.9 Optical Media	1.9.1 DVD +/- RW Drive				
1.10 Network Interface	1.10.1 10/100/1000 Gigabit Ethernet				
	1.10.2 Wireless LAN 802.11b/g/n				
	1.10.3 Blue tooth				
1.11 I/O Ports	1.11.1 2 USB 3.0 2 USB 2.0				
	1.11.2 1 VGA				
	1.11.3 1 Stereo microphone in				
	1.11.4 1 stereo headphone/line-out				
	1.11.5 1 express card/34				
	1.11.6 Media Card Reader				
1.12 Battery	1.12.1 6-cell (47 WHr) Li-Ion				
1.13 OS Support:	1.13.1 Windows 7 Professional				
1.14 Operating System	1.14.1 None				
1.15 Peripherals	1.15.1 Carrying Case				
1.16 Display	1.16.1 14" diagonal LED-backlit HD anti-glare (1366 x 768)				
1.17 Warranty	1.17.1 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 BRANDED UPS**

<b>Product Features</b>	<b>Description</b>	<b>Compliance (Y/N)</b>	<b>Comments</b>	<b>Model</b>	<b>Reference Brochure</b>
1.0 Branded Uninterrupted Power Supply (UPS) 3 KVA	1.1. Branded (APC, Emerson or Equivalent)				
	1.2 3 KVA or more as per the closest option				
	1.3 True Online /double conversion / Pure Sine wave				
	1.4 Input voltage range (equal or within) 165 – 275 Volts				
	1.5 Single phase Input				
	1.6 Single phase output				
	1.7 Output voltage 220 – 240 Volts				
	1.8 Backup time equal or greater than 20 minutes at full load				
	1.7 SNMP Card				
	1.9 Centralized management of UPS through single console				
	2.0 Ability to shutdown equipment's and UPS through SNMP Software				
	2.1 Generator Compatible				
	2.2 Compact Tower design				
	2.3 On Site one year warranty with parts and labor				



**ANNEXURE III: BILL OF QUANTITY**

<b>Equipment Type</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1. Branded Laptop (As per specifications in Annex 1)	01		
2. Branded UPS (As per specifications in Annex II)	01		

### **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 Elite level partnership like Gold / Premier/ Tier1 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, Annexure II completely filled signed and stamped to be included.
- 8.6 Technical proposal documents be duly signed and stamped.

#### **Additional Criteria Valid for Desktop / Laptop / Licenses**

- 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 Laptop hardware orders, Windows 7 Professional completed during last 2 years and in hand should have a combined worth of at least Rs 10 Million (list to be provided).

#### **Additional Criteria Valid for UPS**

- 8.9 Successful implementation of at least three (03) similar projects\* in financial sector completed within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.10 List of technical support staff with length of service with vendor
- 8.11 The supply of UPS hardware orders completed during last 2 years and in hand should have a combined worth of at least Rs 10 Million, out of which Rs 5 Million should be in financial sector (list to be provided).
- 8.12 Should have strong customer support facility and record of providing efficient support, verifiable through their client list. Should be willing to provide maintenance support on annual contract or per call basis.

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