



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMIN / STA /22 / 57
DTD: NOVEMBER 30, 2023

INVITATION TO BID

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites sealed bids from Importers/ Manufactures/ Authorized Dealers/ suppliers having registration with Income Tax and Sales Tax Departments (Active Tax Payers) for supply of General & Computer Stationery items as per details mentioned in the Bill of Quantity (BOQ). HP Authorized Vendors submit bid for supply of genuine HP Products (Toner/ Cartridges etc).

Bidding Documents, which are containing BOQ, detailed terms and conditions, method of procurement, procedure for submission of bids, bid validity, opening of bid , evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at National Investment Trust Limited, 6th Floor, National Bank of Pakistan Building, I.I. Chundrigar Road Karachi. Bidding Documents can also be downloaded from www.nit.com.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at National Investment Trust Limited , 6th Floor, NBP Building, I.I. Chundrigar Road , Karachi on or before **DECEMBER 19, 2023** upto 11:30am. Bids will be opened on the same day at 12:00 noon. This advertisement is also available on NIT website at www.nit.com.pk.

Thanking you,

Yours faithfully

(S.T.A. QUADRI)
HEAD OF ADMIN

Contact Persons : Mr.Hafeez ur Rehman - Chief Manager, Administration Department

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan
Tel : 32412056-59 (4 Lines) 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
NBPBuilding, 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 6) including Bill of Quantity for supply of General Stationery with official stamp as desired in closed / sealed envelope 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 / : _____

Cell : _____

E-Mail # : _____

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 **December 19, 2023 at 12:00 noon** 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/rates will remain valid up to March 31, 2024.**
5. Tender / Quotations once opened by the Committee will not be taken back by the participants.

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan
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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. HP- Authorized vendors submit bids for genuine HP Toner Cartridges who will show to be an authorized HP partner and products supplied may be got verified by HP Pakistan.

(S.T.A. QUADRI)
HEAD OF ADMIN

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)

TENDER NO. ADMN /STA/22 /57
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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 and must be Active Tax Payers..
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 6).
3. Bidder will submit tender in closed / sealed envelop up to **December 19, 2023 at 11:30am.**

(S.T.A. QUADRI)
HEAD OF ADMIN

Name and Signature of authorized Official of Bidder
With official stamp

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan
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NATIONAL INVESTMENT TRUST LIMITED

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 may 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)
HEAD OF ADMIN

Name and Signature of authorized Official of Bidder
With official stamp

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FOR OF BID SECURING DECLARATION

Head of Administration

National Investment Trust Limited
6th Floor, NBP Building, I.I. Chundrigar Road

K A R A C H I :

We, the undersigned, declare that;

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however, without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we;

- a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder, or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign
the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date Signed _____ Day of _____

* In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder.

** Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

[**Note:** In case of a joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid]

