



**TENDER FOR PURCHASE OF QUANTITY ONE (01)
LASER JET BLACK NETWORK PRINTER AT NIT
HEAD OFFICE, KARACHI**

NATIONAL INVESTMENT TRUST LIMITED

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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 laser jet black network printer to cater high volume of printing requirement, quantity one (01) 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** 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 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 | 5 th May 2011 at 10.30 A.M |
| Bid Opening Date and Time | 5 th May 2011 at 11.00 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 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.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.5.** 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.
- 4.6.** Validity period of the bids shall be for at least 30 days.
- 4.7.** 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.
- 4.8.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.9.** 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.
- 4.10.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.11.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.12.** Delivery and commissioning offer for Printer is required to be executed within Four (04) to five (05) weeks. Vendor may require importing by Air to meet delivery time.
- 4.13.** The bidder must certify that the Printer model offered is the new and latest available against the given specification.
- 4.14.** The delivery will be made at NIT Head Office, Karachi.
- 4.15.** The bidder must have office in major cities Karachi, Lahore, Islamabad and fully capable to provide maintenance support from these locations.
- 4.16.** 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 HP Laser Jet Black Printer’ 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) document completely filled, signed and stamped for identifying offered model / 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 for HP Laser Jet Black Printer and contain bid price filled as per BOQ (Annexure II) as per specification given in Annex 1 and bank draft for the 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

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 equipment shall be paid after successful delivery of equipment at site.
- 7.3** Remaining fifty percent (50%) cost of equipment shall be payable to the vendor upon user acceptance of the delivered equipment by IT department, NIT.
- 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 LASER JET BLACK PRINTER

| Printer Type | Description | Compliance (Y/N) | Comments | Model |
|-------------------------------------|--|------------------|----------|-------|
| 1.1 LaserJet Black Network | 1.1.1 Brand HP 9050N or Equivalent | | | |
| | 1.1.2 Print speed, Up to 50 ppm | | | |
| | 1.1.3 First page out (black) Less than 8 sec | | | |
| | 1.1.4 512 MB printer memory | | | |
| | 1.1.5 600 x 600 dpi with HP FastRes 1200 and Resolution Enhancement technology | | | |
| | 1.1.6 Print technology Laser | | | |
| | 1.1.7 Monthly duty cycle Up to 300000 pages | | | |
| | 1.1.8 Monthly print volume 15000 to 50000 pages | | | |
| | 1.1.9 Processor speed 533 MHz | | | |
| | 1.1.10 Paper tray(s), standard Three | | | |
| | 1.1.11 Additional 2000-sheet input tray | | | |
| | 1.1.12 600-sheet output bin | | | |
| | 1.1.13 Media sizes, custom Multipurpose Tray 1: 3.9 x 7.5 to 12.3 x 18.5 in; automatic two-sided printing unit, Trays 2, 3, 4, 8-bin mailbox: 5.8 x 8.3 to 11.7 x 17 in | | | |
| | 1.1.14 Media types, Paper (bond, color, letterhead, plain, preprinted, prepunched, recycled, rough), labels, cardstock, transparencies | | | |
| | 1.1.15 Connectivity, standard Bidirectional IEEE 1284-B compliant parallel port, 2 open EIO slots, HP Jetdirect Fast Ethernet Embedded Print Server | | | |
| | 1.1.16 Network operating systems: Microsoft Windows 2008 Server, XP, 7 | | | |
| | 1.1.17 Warranty One Year | | | |
| | 1.1.18 On Site Support | | | |

Note: Specification higher than above mentioned is also acceptable as per the options available in that brand.

ANNEXURE II: BILL OF QUANTITY

| Equipment Type | Quantity | Unit Price | Total Price |
|---|-----------------|-------------------|--------------------|
| LaserJet Black Network Printer (As per specifications in Annex 1) | 01 | | |

ANNEXURE III: 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 (Copy to be provided).
- 8.3 Successful implementation of at least three (10) similar projects* completed within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.4 The supply of Printers orders completed during last 2 years and in hand should have a combined worth of at least Rs 5 Million (list to be provided).
- 8.5 Completely Filled Bill of Quantity as per equipment quantity given under Annex II.
- 8.6 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.7 Compliance of the offered model / product with the specification mentioned in Technical Information. Annexure I completely filled signed and stamped to be included.
- 8.8 Technical proposal documents be duly signed and stamped.

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