

## Document No. 1

### NATIONAL INVESTMENT TRUST LIMITED

Tender No.ADMN./STA.01/2017

Dated: February 07, 2017

### INSTRUCTIONS TO FIRMS / PRINTERS

1. Vendors having printing press in Karachi will provide all information as requested in the Documents.
2. Inaccurate / false information will lead to disqualification of vendor (s).
3. Vendors must submit closed envelop containing required documents / information duly marked “**PRE-QUALIFICATION OF PRINTERS**” at National Investment Trust Limited, Head Office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi (Phone: 32412056-9) upto 11:00 a.m. on February 24, 2017.
4. Vendor(s) will submit Document # 3 duly filled-in / stamped / signed by authorized signatory alongwith all information / documents required under Documents # 4 under official covering letter as per specimen of Document # 2.
5. Closed envelops will be opened in presence of vendor’ representatives and Name of vendor / representative, details of documents received will be recorded on a statement duly signed by all the participants.
6. After evaluation as per criteria defined hereto, results will be communicated to all the vendors participated in the process.
7. Qualified Vendors will only be eligible to take part in printing jobs up to the next pre-qualification exercise. MOU (Memorandum of Understanding) will only be signed with Qualified printers.
8. For queries, please contact :

**MR. S. T. A. QUADRI - Vice President - Admn**  
**Phone : 32412056-9 Ext: 235 Direct :32425101**

**Ref:#** \_\_\_\_\_

**Dated:** \_\_\_\_\_

The Head of Administration  
National Investment Trust Limited

**K A R A C H I :**

**SUBJECT:        TENDER FOR PRE-QUALIFICATION OF PRINTERS**

Dear Sir,

Having studied the subject tender documents (Invitation and Documents # 1 to 6) vide Tender No.ADMN./STA.01/2017 dated February 07, 2017, we submit information / documents as required under Document # 3 and 4.

Yours Sincerely,

( \_\_\_\_\_ )  
VENDOR

**Document No.3**

**NATIONAL INVESTMENT TRUST LIMITED  
ADMINISTRATION DEPARTMENT**

Tender No.ADMN./STA.01/2017

Dated: February 07, 2017

**VENDOR'S INFORMATION**

NAME OF VENDOR : \_\_\_\_\_

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

OFFICE PHONE : \_\_\_\_\_ FAX \_\_\_\_\_

NTN / GST # : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

PHONE : \_\_\_\_\_ MOBILE PH: \_\_\_\_\_

FAX : \_\_\_\_\_ E-MAIL : \_\_\_\_\_

**NATIONAL INVESTMENT TRUST LIMITED**

Tender No.ADMN./STA.01/2017

Dated: February 07, 2017

**ALL VENDORS WILL SUBMIT THE FOLLOWING DOCUMENTS / STATEMENTS / INFORMATION AND WILL ALSO ARRANGE VISIT TO THEIR PRINTING PRESS**

1. Copy of NTN (National Tax Certificate)
2. Copy of Sales Tax Registration
3. Company Profile (year in business, staff strength etc.)
4. Samples of printed reports
5. Proof of Financial Strength
6. Detail of Printing Machines, Binding Machines etc. (defining each machine capacity / output)
7. Stock of Materials maintained to meet job commitments in evidence / support that the job will not be delayed due to short of materials
8. Detail of Self Power Generation
9. Detail output of installed capacity per day
10. Visit of NIT Official to Press

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**S. IQBAL AHMED**  
**Head of Administration**

**NATIONAL INVESTMENT TRUST LIMITED**

Tender No.ADMN./STA.01/2017

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**PRE-QUALIFICATION CRITERIA OF PRINTERS**

1. Vendors to be found having adequate resources (high quality printing machines, binding machines etc.) and staff strength will be considered “A” Category Printers such vendors will be eligible to take part in all types of printing jobs till next pre-qualification of vendors.
2. Vendors to be found having necessary resources (reasonable quality printing machines and binding machines etc.) and staff strength will be considered “B” Category Printers such vendors will be eligible to take part only for printing of general stationery till next pre-qualification of vendors.
3. Rates for all printing jobs will be called from pre-qualified printers. In case the lowest rates submitted by category “B” pre-qualified printers for only high quality printing jobs, such jobs will only be assigned once the printer will provide adequate assurance for quality printing otherwise next lowest rates will be acceptable to meet quality printing requirements.

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**S. IQBAL AHMED**  
**Head of Administration**

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**EVALUATION CRITERIA**

1. Based upon information / documents provided by vendors and inspection report (to be submitted by NIT Official after visit to the printing press), Pre-qualification of Vendors (Printers) of “A” and “B” Categories will be finalized as per Pre-Qualification Criteria laid down in Document # 5).
2. Vendors to be found not meeting terms of tender and not having required resources / staff strength will be classified as Non-Qualified Vendors (Printers).
3. Result of Evaluation will be announced / communicated to all participating Vendors.

**(S. IQBAL AHMED)**  
**Head of Administration**