

NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMIN / 24 (42-C)

DTD: April 2, 2019

INVITATION TO BID

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites Sealed Bids (Technical and Financial Proposals separately) from reputed and well established firms / companies having registration with Sales Tax and Income Tax Departments for supply / installation / testing of the following hardware and software: -

- i) 04 New Branded Desktop PCs (HP, Dell, Lenovo or equivalent)
- ii) 01 New Branded Laptop (HP, Dell, Lenovo or equivalent)
- iii) 05 Microsoft Windows 10 Licenses (Professional Edition / Latest Version OLP)
- iv) 05 Microsoft Office 2019 Standard / Latest Version

Bidding Documents which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security @2%, 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, NBP Building, I. I. Chundrigar Road, Karachi. Bidding Documents can also be downloaded from NIT Website www.nit.com.pk free of cost.

The bids prepared in accordance with the instructions in the bidding documents must reach at the following address on or before April 19, 2019 up to 11:00 a.m. Bids will be opened on same day at 11:30 a.m on April 19, 2019.

Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor, I. I Chundrigar Road
Karachi-74000
Tel: 021-32412056-9 Fax: 021-32417827, 021-32422719

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan
Tel : 32412056-59 (4 Lines) Fax : 32417827, 32422719 UAN : 111-648-648
E-mail : info@nit.com.pk, Website: www.nit.com.pk

**TENDER FOR PURCHASE OF BRANDED DESKTOP
PCs, LAPTOP AND MICROSOFT LICENSES AT NIT
HEAD OFFICE AND BRANCHES**

NATIONAL INVESTMENT TRUST LIMITED

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1. INTRODUCTION

- 1.1** National Investment Trust (NIT) is the oldest and largest Mutual Fund Company of Pakistan, with its Head Office located in Karachi and operation spread all over Pakistan through its 25 branches and a customer facilitation center in Karachi.
- 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 Desktop PCs & Laptop, Microsoft Desktop software licenses as per specification and conditions mentioned below for delivery at NIT Head Office / Branches, 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 hardware and software's, purchased against this Tender.
- 2.2** Selected bidder must ensure that the supplied equipment / Software's is fully operational, new and performs properly and meet Tender Technical Specification.
- 2.3** This Tender includes supply of Microsoft Licenses that meet the requirements and must be updated on Principal Licensing Portal.

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	April 19, 2019 at 11.00 A.M
Bid Opening Date and Time	April 19, 2019 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, HO - Admin
Phone:	021-32412056-9 (Ext : 224)
Direct Phone	021-32425101
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 partner of the principal in Pakistan.
- 4.3.** Bidders may quote, if compliant with qualification criteria, for solution in Bill of Quantity (BOQ) Annex V, as per one of the following combinations:
 - 4.3.1 Procurement of Branded Business Desktop PCs as per Annexure I
 - 4.3.2 Procurement of Branded Laptop as per Annexure II
 - 4.3.3 Procurement of Microsoft Desktop Software's as per Annexure III
 - 4.3.4 Combination of any of the above (4.3.1, 4.3.2, 4.3.3).
- 4.4.** Bid should be submitted in Pak Rupees only.
- 4.5.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.6.** 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.
- 4.7.** Validity period of the bids shall be for at least 30 days.
- 4.8.** The decisions of NIT will be binding on all concerned and will in no case be challengeable at any forum.
- 4.9.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.10.** 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.
- 4.11.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.12.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.13.** Delivery and commissioning for all items is required to be executed within two (02) weeks, should be available from ready stock.

4.14. Delivery will be the responsibility of the bidder, desktop PCs and Laptop are required to be finally delivered & installed at its respective branches, but initially for software installation & testing purposes all PCs and Laptop will be delivered to the NIT Head Office Karachi.

4.14. 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 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, II & III) document completely filled, signed and stamped for identifying offered equipment.

5.3.4. Technical brochure of the offered model / equipment

5.3.5. Elite partner Authorization letter from Vender.

5.3.6. Active 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 on BOQ Form (Annexure IV) for items specified in Annexure I, II, III and bank draft of earnest money @ 2%.

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 V.

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 in each category under para 4.3

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 and will be released after successful delivery of the equipment as per Technical specification (Annexure I and II)
- 7.3** Remaining Fifty percent (50%) cost of equipment shall be payable to the Vendor upon successful installation and testing of the equipment.
- 7.4** Hundred percent (100%) cost of MS Software Licenses shall be paid on successful delivery of licenses / verification as per Technical specification (Annexure III) at Microsoft VLC licensing Portal.
- 7.5** All payments shall be made after deduction of all taxes.
- 7.6** All payments shall be made through cross cheque in the Pak Rupees.
- 7.7** Taxes will be deducted at source as per Government Rules at the time of payment.
- 7.8** 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 DESKTOP PC

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
1.1 Make	1.1.1 Branded Business Desktop PC (HP, Dell, Lenovo or equivalent)				
1.2 Form Factor	1.2.1 Must be Mini Tower				
1.3 Processor	1.3.1 Intel® Core™ i7-6700				
	1.3.2 64 bit				
1.4 Processor Speed	1.4.1 3.4 GHz four core				
1.5 Intel® Smart Cache	1.5.1 8 MB cache 2133				
1.6 Memory Installed	1.6.1 8 GB (2 x 4 GB)				
	1.6.2 DDR4-2133 SDRAM				
1.7 Hard Disk Drive	1.7.1 500 GB 7200 rpm SATA 6G 3.5 HDD				
1.8 Optical Media	1.8.1 None				
1.9 Network Interface	1.9.1 Internal Gigabit Ethernet				
1.10 Slots / Ports	1.10.1 (2) USB 3.0 ports, (2) USB 2.0 ports				
	1.10.2 1 Full-height PCIe Express x16 (x4)				
	1.10.3 1 Full-height PCIe Express x16				
	1.10.4 Full-height PCIe x1				
	1.10.5 01 VGA Port				
1.11 Power Supply	1.11.1 Minimum 280 W power supply				
1.12 OS Support	1.12.1 Windows 7 /8/10 Professional				
1.13 Operating System	1.13.1 None				
1.14 Peripherals	1.14.1 USB Keyboard & Mouse				
1.15 Intel Chipset	1.15.1 Intel Q170				
1.16 LED Display	18.5 “ LED Display				
1.17 Warranty	1.16.1 3 year comprehensive onsite warranty				
1.18 Installation	Should install Operating system and Office software purchased against this tender				

1.19 Equipment Delivery	After testing/acceptance at IT Department, Head Office NIT, the PCs will be delivered at NIT branches as per delivery details in 1.20				
1.20 NIT Branches	FSB (01), Taxila Wah Cantt (01), SLKT (01), KHI (01)				

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

ANNEXURE II: TECHNICAL SPECIFICATION FOR BRANDED LAPTOP

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
1.1 Make	1.1.1 Branded (HP, Dell, Lenovo or equivalent)				
1.2 Display	1.2.1 14" diagonal				
1.3 Processor	1.3.1 Intel® Core™ i5-8250U				
	1.3.2 64 bit				
1.4 Processor Speed	1.4.1 1.6 GHz, up to 3.4 GHz with Intel® Turbo Boost Technology 2.0, 6 MB cache, 4 cores				
1.5 Intel® Smart Cache	1.5.1 6 MB cache				
1.6 Memory Installed	1.6.1 8 GB (1 x 8 GB)				
	1.6.2 DDR4-2133 SD RAM				
1.7 Hard Disk Drive	1.7.1 1 TB SATA (5400 rpm)				
1.8 Optical Media	1.8.1 DVD+ /-RW Super Multi DL				
1.9 Network Interface	1.9.1 Internal Gigabit Ethernet / WIFI				
1.10 Slots / Ports	1.10.1 (1) USB 3.0 ports, (2) USB 2.0 ports				
	1.10.2 1 multi-format digital media reader				
	1.10.3 HDMI				
	1.10.4 Headphone/microphone combo				
	1.10.5 VGA				
1.11 Graphics	1.11.1 Integrated Intel HD Graphics				
	1.11.2 Discrete NVidia GeForce Switchable Optimus Graphics Technology				
1.12 webcam	1.12.1 720p HD webcam				
1.13 OS Support	1.13.1 Windows 10 Professional / MS Latest OS				

1.14 Operating System	1.14.1 None				
1.15 Power	1.15.1 65 W Smart AC adapter				
	15.2 Long Life 3-cell, 49 Wh Li-ion				
1.16 carrying case	1.15.1 Top Load Case				
1.17 Warranty	1.16.1 3 year comprehensive onsite warranty				
1.18 Delivery Period	Within 2 Weeks from ready stock				
1.19 Installation	Should install Operating system and Office software purchased against this tender				
1.19 Equipment Delivery	After testing/acceptance at IT Department, Head Office NIT, the Laptop will be delivered at NIT branch as per delivery details in 1.20				
1.20 NIT Branch	NIT Gujrat Branch Detail of branches can also be viewed from website www.nit.com.pk				

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

ANNEXURE III: TECHNICAL SPECIFICATION FOR MS DESKTOP SOFTWARES

Software Type	Description	Compliance (Y/N)	Comments
1.1 Microsoft Windows 10 Professional Edition / Latest version OLP	1.1.1 Professional Version		
	1.1.2 Open Licensing		
	1.1.3 Must be Latest Version at the time of Delivery (within 2 weeks)		
1.2 Microsoft Office 2019 Standard / Latest version	1.2.1 Standard Version		
	1.2.2 Open Licensing		
	1.2.3 Must be Latest Version at the time of Delivery (within 2 weeks)		

Note: Specification higher than above mentioned is also acceptable as per the options available

ANNEXURE IV: BILL OF QUANTITY

Equipment Type	Quantity	Unit Price PKR	Total Price PKR
1. Branded Desktop PCs As per specifications in Annex 1)	04		
2. Branded Laptop as per specification in Annex II)	01		
3. Microsoft Windows 10 Professional Edition (As per specifications in Annex III Point 1.1)	05		
4. Microsoft Office 2019 Standard (As per specifications in Annex III point 1.2)	05		

Note:

I) Bidder should mention any other charges/optional charges in financial bid (All-inclusive including taxes)

II) Bidder to cross out any row for which he is not bidding.

ANNEXURE V: 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 Active Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding Elite level partnership like Tier1 /Gold 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 IV.
- 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, Annexure III completely filled signed and stamped to be included.
- 8.6 Technical proposal documents be duly signed and stamped.
- 8.7 The bidder should have offices in Karachi, Lahore and Islamabad and fully capable to support Desktop PCs from these locations.
- 8.8 The principal of equipment offered should have its offices in Pakistan.
- 8.9 Successful implementation of at least three (03) similar projects* completed in Financial Sector within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.10 The supply of Desktop PC, Laptop orders completed during last 2 years and in hand should have a combined worth of at least Rs 10 Million (Documentary proof should be provided).
- 8.11 The supply of MS Licenses completed during last 2 years and in hand should have a combined worth of at least Rs 5 Million (Documentary proof should be provided).

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