



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO.ADMN / PCS 001 / 2020

DTD: December 04, 2020

TENDER FOR PHOTOCOPY SERVICES AT NIT HEAD OFFICE AND IFC, KARACHI

Vendors registered with tax authorities are invited to submit bid up to date / time notified hereunder in sealed envelope for photocopy services on per copy charge basis which will be payable monthly (against invoice to be generated by service provider) for a period of three years renewable with mutual consent. Only space and use of electricity will be on account of NIT. One operator, three photocopiers capable of fast / quality photocopy services, paper, consumable items and maintenance cost of photocopiers will be on account of service provider. The services of two photocopiers and one operator are required at National Investment Trust Limited, NBP Building, 6th Floor, I.I. Chundrigar Road, Karachi (NIT Head Office) and one photocopier without operator is required at Investors' Facilitation Centre, 08 Lakson Square Building No.1, Sarwar Shaheed Road, Opp: Karachi Press Club, Saddar, Karachi (IFC). Tender document may be obtained free of cost from Administration Department, NIT Head Office, 6th floor, NBP Building, I.I. Chundrigar Road, Karachi, during working days / hours.

Sealed envelope containing Tender Documents duly completed / stamped and signed by the authorized person of vendor and duly marked on face of envelope "**Tender for Photocopy Services**" may be dropped in Tender Box placed at Receptions Area, NIT Head Office or may be submitted at Administration Department, NIT Head Office (address appearing below) **up to 23rd December, 2020 at 2:30 p.m.** **Tenders will be opened on 23rd December, 2020 at 3:00 p.m.** This advertisement and complete tender documents is also available on NIT Website www.nit.com.pk.

Thanking you,

Yours faithfully,

Sd/-

(S.T.A. QUADRI)
Head of Administration

Contact Persons : 1) Mr. Lal Afrsar, Chief Manager-Administration; &
2) Mr. Hafeezur Rehman, Asstt: Chief Manager
Office Phone: 021-32412056 – 59 Ext: 247 and 217 respectively
Fax No: 021-32422719

National Bank Building, 6th Floor, I.I. Chundrigar Road, Karachi – 74000 Pakistan

TEL: 021-32412056 (4 Lines) FAX: 021-32422719 UAN: 111-648-648

E-mail: info@nit.com.pk, Website: www.nit.com.pk



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Dated: _____

Attachment – 1

The Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor
I.I. Chundrigar Road
K A R A C H I:

SUBJECT : TENDER FOR PHOTOCOPY SERVICES

Sir,

We hereby submit tender in sealed envelope duly marked “**Tender for Photocopy Services**” to provide photocopy services according to the terms and conditions of tender at NIT Head Office and Investors’ Facilitation Centre, Karachi.

NIT reserves the right to accept / reject tender at any stage of the tender process, reasons for which will be apprised 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:

Vendors Status	:	_____	Form of Entity
Name of Authorized / Contact Person	:	_____	
Office Phone / Mobile #	:	_____	
Office Fax # / E-mail address	:	_____	

Office Address	:	_____	

Yours Sincerely,

(Name and Signature of Authorized Signatory)

Encl: (Detail)



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NATIONAL INVESTMENT TRUST LIMITED ADMINISTRATION DEPARTMENT

TERMS & CONDITIONS

1. Tender will be opened on **23rd December, 2020 at 3:00 p.m.** in the presence of the bidders / their representatives (if they like to be present) and the Tender Committee to be constituted for this purpose. Names of the bidders and rates quoted for per photocopy including taxes will be announced / recorded on a statement to be signed by the participants.
2. NIT requires photocopy services for a period of three years' renewable with mutual consent on the basis of information that we had photocopy services of 25,137 copies, 25,111 copies and 19,907 copies (upto October, 2020) average per month during the period 2018, 2019 and 2020 respectively. It will be utmost importance to note for the participating vendors that we shall never compromise on quality of services as such any entity who is not committed to ensure quality services all time should not participate in tender process.
3. Vendor to be selected, will be required to provide details of fast / multifunction (including scanner) photocopier, not more than 3 years old (alongwith a certificate showing make / model etc.) to be installed at NIT Head Office and Investors' Facilitation Centre for fast / quality photocopy services.
4. Vendors will be required to submit rates including taxes for the following photocopy / printing of documents services alongwith detail / brochure of Photocopier to be installed at NIT Offices:-
 - a) Rate per Photocopy on 70 gms / A4 size paper (pure white)
 - b) Rate per Photocopy on 80 gms / A4 size paper (pure white)
 - c) Rate per Photocopy on 90 gms / A4 size paper (pure white)
 - d) Rate per print on 70 gms / A4 size paper (pure white)
 - e) Rate per print on 80 gms / A4 size paper (pure white)
 - f) Rate per print on 90 gms / A4 size paper (pure white)
 - g) Rate per color photocopy / print / A4 size paper (70 / 80 / 90 gms) (pure white)
 - h) Rate per print on rough paper (for printing draft documents)
5. Multifunction Photocopiers to be installed at NIT Head Office and Investors' Facilitation Centre, should be capable of fast / quality photocopier / print services so that both time and electricity cost are saved to make services economical.
6. Photocopiers to be used for services should be multifunction photocopiers so that these are used as photocopier / printer / scanner and capable of making set of documents after photocopy / printing of documents. NITL may also order print services through the multifunction photocopiers if it may work as network printer once it is found economical than that we have through our own resources in office.



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7. Vendor to be selected for services will provide training to NIT Staff so that the machines are used seamlessly by trained staff even when there is no operator of the photocopier machines is available.
8. Photocopiers should have multi-password protection option (department-wise) so that only trained users can be registered with different passwords for use of the photocopiers with their separate passwords and the machines can generate statement at day end showing number of photocopy / print services user-wise for verification of job / monthly bill.
9. Photocopier should report number of photocopy on its screen meter reading which at the start of service will be recorded and monthly billing will be verified from the number on screen meter reading of photocopiers for monthly bill payment alongwith maintenance of daily requisition slips duly signed / verified by concerned department.
10. It will be the responsibility of service provider to maintain all photocopier machines in perfect condition ensuring timely / regular maintenance thereof on their cost for smooth services.
11. It will be the responsibility of service provider to maintain stock of best quality papers, with required gramage and pure white, for photocopy services at NIT Head Office and Investors' Facilitation Centre on their account for seamless photocopy services.
12. At least one trained operator of photocopiers will be provided by the service provider for photocopy services from 8:30 a.m. to 6:30 p.m. and vice versa on all working days and / or if required on off days.
13. It will be responsibility of service provider to ensure punctuality and regularity of the photocopier operator on daily basis according to the service timings mentioned in clause 12 above. In case of absence of operator vendor will provide alternate within one hour, however, in case of failure to provide alternate operator, NIT will have the right to deduct @ 2% per day charges from the total amount of monthly bill of service provider.
14. In case of fault / malfunction / bad quality photocopy / print reported by NIT, the service provider will arrange prompt repair / maintenance of photocopier so that all faults are removed same day. If the service provider finds major fault in the photocopier that will require more than 01 day for its complete repair, they will provide replacement of the photocopier immediately so that NIT have two photocopiers all time for smooth services.
15. NIT Admn. Staff and IFC staff will keep checking paper quality being used for photocopy. If any time, NIT staff reports for bad quality paper, the service provider will immediately replace bad quality paper with required quality paper (pure white / required gram) and the said photocopies done will be deducted from vendors' bill.
16. The service provider will keep their photocopiers insured at their own cost in order to lodge claim against repair / maintenance and total loss for any unforeseen reasons from the insurance company as NITL will not be responsible for any damage / loss of the service provider of any nature.
17. Photocopy services will be provided under SLA incorporating all major terms and conditions stated hereto and all other terms and conditions duly signed by NIT and selected vendor.



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18. GENERAL TERMS AND CONDITIONS OF TENDER

- (i) Tender / Quotations once opened by the Committee will not be taken back by the participants.
- (ii) Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting will require counter-signing by the authorized person of vendor.
- (iii) Vendors will be required to submit detail specifications, function etc. of photocopiers along with manual of the machines and accordingly satisfy NITL that the photocopiers will meet our requirement / quality of services.
- (iv) Rate (s) will be inclusive of all taxes, duties etc. levied by the Government of Pakistan / Sindh Government.
- (v) Bids submitted by vendors will remain valid up to 90 days from the date of its opening
- (vi) Bidders will be required to provide capacity to provide the services showing strength of the company (details of technical staff to provide timely support and services) and list of clients being provided photocopy and other related services.
- (vii) Bidders will submit declaration that they are not blacklisted by Government / Semi Government Organizations for any deviation from procedure / supply of defected goods.

19. QUALIFICATION OF BID

- (i) Vendors will submit copies of registration with tax Authorities.
- (ii) Vendors blacklisted by Government / Semi Government Organizations are not eligible to participate in tender process. Bidders not blacklisted will submit Declaration on Blacklisting by Government / Semi-Government Organizations to meet the requirement of eligibility on our Format (**Attachment # 2**).
- (iii) Bidders will submit rates per copy all inclusive (taxes / all fees / all charges etc.) on our Format (**Attachment # 3**).



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19. EVALUATION OF BID

- (i) Both rates per photocopy / print and photocopier quality / capacity (to be provided for photocopy / print services) along with all terms and conditions of tender will be considered for evaluation of bid.
- (ii) The lowest evaluated bid will be accepted. The lowest evaluated bid does not refer to the lowest financial but the best bid in the interest of institution.
- (iii) Result of evaluation of bid will be communicated to all participating vendors.

-SD/-
(S.T.A. QUADRI)
Head of Administration

Acceptance by the Bidder

**Name and Signature of authorized official
of Bidder with official stamp**



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Attachment – 2

DECLARATION

We hereby declare that we were not ever blacklisted by the Government / Semi Government Organization for any deviation of procedure / rules and quality of goods / services supplied to the Organizations contesting in bid processes.

For (Bidder Name)

Name and Signature of authorized Officials of Bidder with official stamp

Dated: _____

Attachment # 3 : SUBMISSION OF TENDER (Financial Bid on Bidder Letter Head)
FOR PHOTOCOPY SERVICES

SR. #	PER COPY RATE	PAPER SIZE / PAPER GRAM	RATE PER COPY EXCL. TAX (RS.)	PER COPY TAX (RS.)	RATE PER COPY INCL. TAX (RS.)
1	Per Photocopy	A4/70 Gms.			
2	Per Photocopy	A4/80 Gms.			
3	Per Photocopy	A4/90 Gms.			
4	Per Print	A4/70 Gms.			
5	Per Print	A4/80 Gms.			
6	Per Print	A4/90 Gms.			
7	Per Color Copy	A4/70 Gms.			
8	Per Color Copy	A4/80 Gms.			
9	Per Color Copy	A4/90 Gms.			
10	Per Print on rough paper	A4/70 Gms.			

For (Bidder Name)

Name and Signature of authorized Official of Bidder with official stamp