



**TENDER FOR PURCHASE, INSTALLATION AND
COMMISSIONING OF 40 KVA UPS FOR NIT HEAD
OFFICE**

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 22 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 quantity one (01) 40 KVA Branded Uninterrupted Power Supply (UPS). The selected bidder will be responsible for supply, installation and commissioning the equipment at NIT Head Office

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	March 29, 2012 at 11.00 A.M
Bid Opening Date and Time	March 29, 2012 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, 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.** The bidder should meet the qualification criteria given under Annexure III.
- 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 offer for UPSs is required to be executed within four (04) to six (06) weeks.
- 4.14.** The bidder must certify that the UPS model offered is the latest available against the given specification.
- 4.15.** The delivery and installation will be at all the NIT Head office will be responsibility of the selected bidder.
- 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 UPSs’ and should include following documents:
 - 5.3.1.** Technical brochure of the offered model / equipment.
 - 5.3.2.** Support documents from any independent third party research / magazine for proof of brand equivalence of offered UPS brand to the one given in specification.
 - 5.3.3.** Company profile.
 - 5.3.4.** List of customers (corporate sector) along with their contact details
 - 5.3.5.** Technical specification (Annexure I) document completely filled, signed and stamped for identifying offered equipment.
 - 5.3.6.** Elite partner Authorization letter from Manufacturer.
 - 5.3.7.** Income Tax/GST certificate of the bidder.
 - 5.3.8.** Any other document required for confirming compliance to the qualification criteria as per Annexure III of this tender document.
- 5.4.** Financial proposal should be marked ‘Financial proposal for UPSs’ and contain bid price filled as per BOQ (Annexure II) for quantity one (01) UPS as per specification given in Annex I and bank draft for the earnest money.
- 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 installation and user acceptance (Project Completion) 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

Item Type	Description	Compliance(Y/N)	Comments	Model
1.0 Branded Uninterrupted Power Supply (UPS) 40 KVA	1.1. Branded (APC, Emerson or Equivalent)			
	1.2 40 KVA or more as per the closest option			
	1.3 True Online /double conversion / Pure Sine wave			
	1.4 Input voltage: 400V (3 Phase)			
	1.5 Input voltage range (equal or within) 304 – 477 Volts			
	1.6 Frequency 45-65 Hz			
	1.7 Input Power Factor Up to 0.99 at >50% Load			
	1.8 Output Voltage : 3:3 – 380V/400V/415V (3 Phase +Neutral)			
	1.9 Efficiency at Full Load 93%			
	2.0 Built-in maintenance bypass			
	2.1 Parallel Capability			
	2.2 Waveform Type sine wave			
	2.3 Emergency Power OFF			
	2.4 Backup time Standard 10 minutes at full load			
	2.5 Sealed Lead Acid Maintenance free batteries			
	2.6 SNMP card and Remote management software			
	2.7 Multiple server shutdown capability			
	2.8 Complete On Site Installation			
	2.9 On site one year comprehensive warranty with parts and labor			

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
Branded Uninterrupted Power Supply (UPS) 40 KVA (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 for Pakistan from the principal/ manufacturer of the equipment (Copy to be provided).
- 8.3 The bidder should have provide 40 KVA or above UPS to 10 different institutions (including 05 in financial sector) during last three (03) years. Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.4 The supply of 40 KVA or above UPS hardware orders completed to the corporate sector during last 2 years and in hand should have a combined worth of at least Rs 10 Million, out of which Rs 5 million should be in financial sector (list to be provided).
- 8.5 List of technical support staff with length of service with vendor
- 8.6 The bidder must certify that the UPS model offered is the latest available in its category and give list of users where similar model have been supplied.
- 8.7 Should have strong customer support facility and record of providing efficient support, verifiable through their client list. Should be willing to provide maintenance support on annual contract or per call basis.
- 8.8 Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 8.9 Completely Filled Bill of Quantity as per equipment quantity given under Annex II.
- 8.10 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.11 The bidder must have office in Karachi and fully capable to provide maintenance support from this location.
- 8.12 Compliance of the offered model / product with the specification mentioned in Technical Information. Annexure I completely filled signed and stamped to be included.
- 8.13 Technical proposal documents be duly signed and stamped.

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