

NATIONAL INVESTMENT TRUST LIMITED

PRE-QUALIFICATION OF PRINTERS

Invitation

Firms / Printers (registered with Sales Tax and Income Tax Authorities) having capacity of quality printing of reports, flyers, forms, statements etc as per design / template of NIT are invited to participate in pre-qualification process. Vendors' capacity / strength will be evaluated as per pre-qualification criteria and result thereof will be communicated to all participating firms.

Pre-qualification Documents may be collected from National Investment Trust Limited, NBP Building, 6th floor, I. I. Chundrigar Road, Karachi. Firms / Printers will submit documents / statements / information in closed envelop as per instructions / terms & conditions of Pre-qualification Documents to NIT Head Office (address as above) by December 17, 2012 up to 10:00 a.m. All envelops will be opened on December 17, 2012 at 10:30 a.m in presence of the representatives of firms and committee members. Documents received from vendors will be recorded on a statement duly signed by all the participants.

NIT will not be liable for any loss or damage to any party acting in reliance thereon.

(S. IQBAL AHMED)
Head of Administration

Document No. 2

NATIONAL INVESTMENT TRUST LIMITED

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 disqualify vendor (s).
3. Only closed envelop will be received at National Investment Trust Limited, Head Office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi (Phone : 32412056-9).
4. Envelop will be marked with bold letters “**PRE-QUALIFICATION OF PRINTERS**”.
5. Vendor(s) will notify name of official with designation who will be present at the time of opening of envelop.
6. All proposals must be received at the notified address by December 17, 2012 upto 10:00 a.m.
7. Closed envelops will be sighted / opened in presence of vendor’ representatives.
8. Name of vendor / representative, detail / number of documents received will be recorded in a statement and signed by all the participants / committee members.
9. After evaluation as per criteria defined hereto, results will be communicated to all the vendors participated in the process.
11. Qualified Vendors will only be eligible to take part in tender for all types of printing jobs up to the next pre-qualification exercise. MOU will be signed with Qualified printers.
12. For queries, please contact :

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

**NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT**

VENDOR'S INFORMATION

NAME OF VENDOR : _____

ADDRESS : _____

OFFICE PHONE : _____ FAX _____

NTN / GST # : _____

CONTACT PERSON : _____

DESIGNATION : _____

PHONE : _____ MOBILE PH: _____

FAX : _____ E-MAIL : _____

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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 / to avoid affect of short supply of materials
8. Self Power Generation
9. Detail output of installed capacity per day
10. Visit of NIT Official to Press

S. IQBAL AHMED
Head of Administration

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CRITERIA FOR RESPONSIVE / NON-RESPONSIVE VENDORS

1. Criteria for Responsive / Non-Responsive Vendors will be as under :-
 - i) Vendors who will submit documents / information as required through this pre-qualification process will be declared Responsive Vendors.
 - ii) Vendors who will not submit documents / information as required through this pre-qualification process will be classified as Non-Responsive Vendors.
 - iii) Vendors having press outside Karachi although submit documents / information as required through this pre-qualification process will be declared Non-Responsive Vendors.
 - iv) Result will be announced / communicated to all participants.

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Head of Administration

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EVALUATION CRITERIA

1. Only Responsive Vendors capacity will be judged / evaluated based upon provided information / documents and inspection report (to be submitted by NIT Official after visit to the printing press).
2. Vendors found having capacity of doing printing jobs as per requirements and terms of pre-qualification will be declared Qualified Vendors. Standard requirements: Vendors having latest printing machines capable of printing multi-colored / high quality reports - quantity exceeding 15,000 – each report of more than 100 pages ensure completion / delivery of reports within two weeks. They fulfill commitments only through maintaining adequate stock of materials and self power generation.
3. Vendors found having poor capacity below standard requirements / not conforming to the terms of pre-qualification will be declared Non-Qualified Vendors.
4. Result of Evaluation will be announced / communicated to all Responsive Vendors.

(S. IQBAL AHMED)
Head of Administration