

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 **05 Branded 3 kVA Uninterrupted Power Supply (UPSs) (APC, Emerson or Equivalent)** at NIT Branches.

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 3:30 p.m. Bids will be opened on same day at 4:00 p.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, INSTALLATION AND
COMMISSIONING OF 3 KVA UPS FOR NIT
BRANCHES**

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 25 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 five (05) 3 KVA Branded Uninterrupted Power Supply (UPS). The selected bidder will be responsible for supply, installation and commissioning the equipment 3 KVA at NIT branches mentioned below.

S. No	Address	Location
1	Shop No. 6, Yousuf Grand Square, Near Three Swords, Block-8 (Karachi)	Karachi
2	"307-Y (Commercial Area),Phase-III,DHA." (Lahore)	Lahore
3	"1A, Raja Centre, (1st Floor), Main Boulevard, Gulberg II" (Lahore)	Lahore
4	"Kashmir Plaza, (Ground Floor), Jinnah Avenue, Blue Area" (Islamabad)	Islamabad
5	"16-A, (1st Floor), Trust Plaza, Fatima Jinnah Road" (Sargodha)	Sargodha

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	April 19, 2019 up to 3:30 p.m.
Bid Opening Date and Time	April 19, 2019 up to 4:00 p.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 / (highest level of partnership) of the principal in Pakistan.
- 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 for period of tender submission and its award, inclusive of PPRA compliance requirements.
- 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.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.9.** 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.
- 4.10.** For this tender all updates/changes shall be communicated through email by NIT.

Delivery and commissioning offer for UPSs is required to be executed within six (06) to eight (08) weeks.

- 4.12. The bidder must certify that the UPS model offered is the latest available against the given specification.
- 4.13. The delivery and installation of 3 KVA UPSs will be at NIT Branches mentioned in para 1.2 Introduction.
- 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 for 3VA UPS’ 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 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 for 3 KVA UPS’ and contain bid price filled on BOQ Form Annexure II for items specified in Annexure I 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 generally and specifically in 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 technically qualified, 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** The delivery invoice will be processed for 50 % payment after successful delivery as per BOQ (Annexure II) and remaining 50 % after successful verification / Testing and installation as per Technical specification (Annexure I).
- 7.3** All payments shall be made after deduction of all taxes.
- 7.4** All payments shall be made through cross cheque in the Pak Rupees.
- 7.5** Taxes will be deducted at source as per Government Rules at the time of payment.
- 7.6** 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 I: TECHNICAL SPECIFICATION FOR BRANDED 3 KVA UPS

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
Uninterrupted Power Supply (UPS) 03 KVA	1.1 Branded (APC / EMERSON or Equivalent)				
	1.2 3 KVA or more as per the closest option				
	1.3 True Online /double conversion / Pure Sine wave				
	1.4 Power Factor ≥ 0.99 @ Nominal Voltage (100% load)				
	1.5 Input voltage range (equal or within) 160 – 280 VAC				
	1.6 Single phase Input				
	1.7 Single phase output				
	1.8 Frequency Range (Batt. Mode) 50 Hz \pm 0.25 Hz or 60Hz \pm 0.3 Hz				
	1.9 Frequency Range (Synchronized Range) 47~ 53 Hz or 57 ~ 63 Hz				
	1.10 Current Crest Ratio 3:1				
	1.11 Transfer Time : AC Mode to Battery Mode Zero Inverter to Bypass 4ms (Typical)				
	1.12 INDICATORS: Load level, Battery level, AC mode, Battery mode, Bypass mode, and Fault indicators				
	1.13 Output voltage 200 – 240 VAC				
	1.14 Backup time equal or greater than 5 to 10 minutes at full load				
	1.15 The UPS to be SNMP enabled / Active, for configuration during installation by the vendor				
	1.16 Generator Compatible				
	1.17 Acceptability checking of electrical wiring relevant to UPS installation / operation.				
	1.18 On Site Three-years warranty for parts and Labor, and 1 year for batteries.				
	1.19 Delivery and installation at NIT branches as per para 1.2 of Tender Document				

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

ANNEXURE II: BILL OF QUANTITY

Equipment Type	Quantity	Unit Price with three year warranty	Total Price with Three Years Warranty (PKR)
Branded Uninterrupted Power Supply (UPS) 3 KVA (As per specifications in Annex 1)	05		

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 Active Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding Elite level partnership like authorized Tier 1 / (highest level of partnership) 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 II.
- 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 completely filled signed and stamped to be included also provide detailed brochures / technical-literature for verification of the same.
- 8.6 Technical proposal documents should be duly signed and stamped.
- 8.7 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.
- 8.8 The supply of UPS orders completed during last 2 years and in hand should have a combined worth of at least Rs.10 Million (list to be provided).
- 8.9 Have registered offices at least in Karachi, Lahore and Islamabad / Rawalpindi with capability to provide support in cities as mentioned in para 1.2. Same to be confirmed through bidder's existing SLAs for UPS equipment in these cities.
- 8.10 The Principal of the offered UPS brand should have its presence / offices within Pakistan.

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