



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMN / 01 / 15
DTD: JUNE, 01 , 2015

INVITATION TO BID

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites sealed bids from Manufacturers / Authorized Distributors / Suppliers having registration with Income Tax and Sales Tax Departments for eight (8) 2 Ton Split Air Conditioners and three (3) 1.5 Ton Split Air Conditioners including trade-in option of old / dead Split Air Conditioners. NIT will order supply/installation of eleven (12) Split Air Conditioners at NIT Head Office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi.

Bidding Documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, 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, National Bank of Pakistan Building, I.I. Chundrigar Road, Karachi. Bidding documents can also be downloaded from www.nit.com.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at National Investment Trust Limited, 6th Floor, NBP Building, I.I. Chundrigar Road, Karachi on or before 18th June, 2015 upto 11:00 a.m. Bids will be opened the same day at 11:30 a.m. This advertisement is also available on PPRA website at www.ppra.org.pk

Thanking you,

Yours faithfully

(S. IQBAL AHMED)
Head of Administration

Head office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi
Ph:021-32412056-59 UAN:111-648-648 Fax:021-32422719, 32417827
Email:info@nit.com.pk Website:www.nit.com.pk



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMN / 01 / 15

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TENDER FOR SUPPLY OF SPLIT AIR CONDITIONERS

1. INTRODUCTION

National Investment Trust Limited is an Asset Management Company managing open end Mutual Funds in Pakistan having its Head Office in Karachi and business network all over Pakistan.

2. SPECIFICATIONS

Manufacturers / authorized Suppliers / Distributors registered with Income Tax and Sales Tax Authorities are invited to submit sealed bid for eight (9) Split Air Conditioners each of 2 ton and 3 Split Air Conditioners each of 1.5 ton both for conventional and inverter ACs separately with 3 years parts warranty along with one year maintenance warranty.

All participants will also submit offer for purchase of 2 ton and 1.5 ton old / dead Split Air Conditioners separately.

3. TERMS & CONDITIONS

- i) Tenders will be submitted at NIT Head Office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi up to 18th June, 2015 at 11:00 a.m.
- ii) Tenders will be opened at NIT Head Office on same date i.e on June 18, 2015 at 11:30 a.m. in the presence of bidders and the same will be documented on a statement duly signed by the participants
- iii) Bidders will be required to submit bid separately for both conventional Split ACs and ACs with inverter technology being marketed for low power consumption / monthly bill and will also be required to provide detail of specifications, qualify/performance for both types of ACs separately.
- iv) NIT will order supply of 12 conventional ACs or ACs with inverter technology based on evaluation of performance, power bill, maintenance cost and other relevant terms specified in this document and specifications of ACs offered by bidder. All Split Air Conditioners will be supplied / installed at NIT Head Office meeting delivery timeline.
- v) Dead Split Air Conditioners are being offered for sale on as is where is basis If offer for purchase of dead Air Conditioners submitted by bidder is approved, delivery of ACs will be taken by bidder from NIT Head Office at their expense.

- vi) Rate (s) will be inclusive of all taxes / expenses including transportation charges for supply / installation of ACs. Any charges, if not included in bid, will not be payable by NIT.
- vii) Quotation will remain valid up to 90 days from the date of its opening.
- viii) Tenders once opened by the Committee will not be taken back by the participants.
- ix) During tender process, any change in Government duties, taxes or devaluation of Pak Rupees against Foreign Currency up to 3% of bid value will be borne by the successful bidder.
- x) Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting is not acceptable.
- xi) Bidders will also submit maintenance schedule for warranty period.
- xii) Bidders will also submit market report on performance of ACs offered for supply / installation at NIT Head Office along with their business status i.e manufacturer, importer, authorized dealer, trader etc. Bidders will also provide information on whether there is any proper service center for the offered ACs in Karachi for proper / regular maintenance of ACs.
- xiii) Bidders selected for supply of ACs will undertake to honor further order for supply of ACs at offered price in any quantity if such request received from NIT during next 3 months.
- xiv) Bidders will submit declaration that they are not blacklisted by Government / Semi Government Organizations for any deviation from procedure / supply of defected goods.

4. QUALIFICATION OF BID

- i) Bidders will submit copies of tax registration.
- 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 Bid for supply of 12 Split Air Conditioners (for conventional ACs inclusive of taxes / all fees / all charges etc) on Bill of Quantity (BOQ) on our Format (Attachment # 3-A) and for 12 Split Air

Conditioners with inverter technology on our format (Attachment # 3-B). Bidders are also required to submit offer for purchase of dead ACs at lower portion of BOQs (Attachments 3-A and 3-B).

- iv) Bidders will submit pay order / draft of earnest money @ 3% of total bid value (refundable) for supply of Twelve ACs.
- v) Bidders will also submit information / supports as required against points No.(iii), (xi) and (xii) under the heading “**TERMS & CONDITIONS**” on formats (Attachment # 4A for Conventional ACs and Attachment 4B for ACs with inverter technology).

5. EVALUATION OF BID

- i) Information / Supports to be provided against points No.(iii), (xi), (xii) and (xiii) under “Terms and Conditions” will be compared for selection of ACs.
- ii) Market general feedback will also be obtained to ascertain performance of Air Conditioners.
- iii) Financial bids submitted for supply of 12 Split Air Conditioners (Conventional / with inverter technology) will be compared.
- iv) 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 the institution. Accordingly purchase order will be issued for supply of 12 Conventional Split Air Conditioners or 12 Split Air Conditioners with inverter technology..
- v) Result of evaluation of bid will be communicated to all participating bidders.

(S. IQBAL AHMED)
Head of Administration



NATIONAL INVESTMENT TRUST LIMITED

Attachment # 1 : Covering Letter for Proposal Submission (on Bidder letter head)

Date : _____

The Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor
I. I. Chundrigar Road
Karachi

SUB : TENDER FOR SUPPLY OF TWELVE (12) SPLIT AIR CONDITIONERS

Sir,

Having read / understood terms and conditions, qualification criteria, evaluation of bid criteria of Tender Documents Ref: # **ADMN / 01 / 15 dated _____, 2015**, , we submit Tender for supply of 12 Split Air Conditioners (conventional ACs or ACs with inverter technology) under trade-in option of dead ACs in sealed envelope duly marked **“Tender for Split Air Conditioners”**.

NIT reserves the right to cancel tender at any stage of the tender process. Reasons thereof may be given against written request. NIT will not be liable for any loss or damage to any party acting in reliance thereon. Necessary information is given below:-

Supplier Status : _____
 Manufacturer / Distributor / Supplier

Name of Contact Person : _____

Office Phone / Mobile # : _____

Office Fax # : _____

E-mail Address : _____

We remain,

Yours sincerely

(Name and Signature of Authorized Signatory)

Encl : (detail)

Name and Signature of authorized Official of Bidder
With official stamp



NATIONAL INVESTMENT TRUST LIMITED

Attachment # 2 : Declaration on Blacklisting (on Bidder letter head)

DECLARATION

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

For (Bidder Name)

Name and Signature of authorized Official of Bidder
With official stamp

**Attachment # 3 - A: SUBMISSION OF TENDR (Financial Bid on Bidder letter head)
FOR SUPPLY OF TWELVE (12) SPLIT AIR CONDITIONERS (CONVENTIONAL)**

SR. #	PRODUCT – MAKE / BRAND	QNTY	RATE PER UNIT	GST PER UNIT	BID FOR ACs INCL. TAXES	TRANS PORTA -TION	ANY OTHER CHARGES	TOTAL BID INCL. TAX
			(RS.)	(RS.)	(RS.)	(RS.)	(RS.)	(RS.)
1	ANY LOCAL/IMP ORTED	09/ 2 TON						
2	ANY LOCAL/IMP ORTED	03/1.5 TON						

OFFER FOR PURCHASE OF DEAD BATTERIES

i) Offer for Dead AC 2 Ton @ Rs. _____/- per unit (Rupees _____
_____ only).

ii) Offer for Dead AC 1.5 Ton @ Rs. _____/- per unit (Rupees _____
_____ only).

For (Bidder Name)

Name and Signature of authorized Official of Bidder
With official stamp



NATIONAL INVESTMENT TRUST LIMITED

**Attachment # 3 - B: SUBMISSION OF TENDR (Financial Bid on Bidder letter head)
FOR SUPPLY OF TWELVE (12) SPLIT AIR CONDITIONERS (INVERTER
TECHNOLOGY)**

SR. #	PRODUCT – MAKE / BRAND	QNTY	RATE PER UNIT	GST PER UNIT	BID FOR ACs INCL. TAXES	TRANSPORTATION	ANY OTHER CHARGES	TOTAL BID INCL. TAX
			(RS.)	(RS.)	(RS.)	(RS.)	(RS.)	(RS.)
1	ANY LOCAL/IMPORTED	09/ 2 TON						
2	ANY LOCAL/IMPORTED	03/ 1.5 TON						

OFFER FOR PURCHASE OF DEAD BATTERIES

- i) Offer for Dead AC 2 Ton @ Rs. _____/- per unit (Rupees _____ only).
- ii) Offer for Dead AC 1.5 Ton @ Rs. _____/- per unit (Rupees _____ only).

For (Bidder Name)

Name and Signature of authorized Official of Bidder
With official stamp



NATIONAL INVESTMENT TRUST LIMITED

**Attachment # 4-A: SUBMISSION OF INFORMATION / SUPPORTS FOR
SPLIT AIR CONDITIONERS (CONVENTIONAL)**

- i) Information / Quality / Specifications of offered Split ACs along with warranty period against supports / evidences from manufacturers.

- ii) Maintenance Schedule of AC during warranty period

- iii) Market Report of Performance of ACs offered to NIT/ Undertaking to honor further order at same price in any quantity during next 3 months after supply of subject order



NATIONAL INVESTMENT TRUST LIMITED

**Attachment # 4-B: SUBMISSION OF INFORMATION / SUPPORTS FOR
SPLIT AIR CONDITIONER WITH INVERTER TECHNOLOGY**

- i) Information / Quality / Specifications of offered Split ACs along with warranty period against supports / evidences from manufacturers.

- ii) Maintenance Schedule of AC during warranty period

- iii) Market Report of Performance of ACs offered to NIT/ Undertaking to honor further order at same price in any quantity during next 3 months after supply of subject order
