



## **NATIONAL INVESTMENT TRUST LIMITED**

**TENDER NO. ADMIN / STA /17 / 36**

**DTD: DEC 06, 2017**

### **INVITATION TO BID**

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites sealed bids from Importers/ Manufactures/ Authorized Dealers/ suppliers having registration with Income Tax and Sales Tax Departments for supply of General & Computer Stationery items as per details mentioned in the Bill of Quantity (BOQ). HP Authorized Vendors with “Manufacturing Authorization Letter (MAL)” from HP will only be eligible to submit bid for supply of HP Products (Toner/ Cartridges etc).

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, 6<sup>th</sup> Floor, National Bank of Pakistan Building, I.I. Chundrigar Road Karachi. Bidding Documents can also be downloaded from [www.nit.com.pk](http://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 , 6<sup>th</sup> Floor, NBP Building, I.I. Chundrigar Road , Karachi on or before 22<sup>nd</sup> December, 2017 upto 11:00 am. Bids will be opened on the same day at 11:30 am. This advertisement is also available on NIT website at [www.nit.com.pk](http://www.nit.com.pk).

Thanking you,

Yours faithfully

**(S.T.A. QUADRI)**  
**VICE PRESIDENT**

Contact Persons : Mr.Hafeez ur Rehman – Assistant Chief Manager  
Office Phone : 32412056-9 Ext: 217 Fax No. 32422719

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National Bank Building, 6<sup>th</sup> 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](mailto:info@nit.com.pk), Website: [www.nit.com.pk](http://www.nit.com.pk)

**Document 1 : Covering Letter for Proposal Submission (on company letter head)**

Date : \_\_\_\_\_

The Head of Administration  
National Investment Trust Limited  
NBP Building, 6<sup>th</sup> Floor  
I. I. Chundrigar Road  
**Karachi**

**SUBJECT : TENDER FOR SUPPLY OF GENERAL/ COMPUTER  
STATIONERY**

Sir,

Having read / understood terms and conditions of tender, qualification criteria, evaluation of bid criteria, we sign / submit all Tender Documents (# 2 to 5) including Bill of Quantity for supply of General Stationery with official stamp as desired in closed / sealed envelop duly marked “**Tender for Stationery**”.

NIT reserves the right to accept / reject tender (wholly or partially) and to annul the bidding process at any stage of the tender process. Reasons for which will be appraised 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:-

Supplier Status : \_\_\_\_\_  
Importer / Trader / Authorized Distributor

Name of Contact Person : \_\_\_\_\_  
Office Phone / Mobile # : \_\_\_\_\_  
Office Fax # : \_\_\_\_\_

We remain,

Yours sincerely

(Name and Signature of Authorized Signatory)

Encl : (detail )



## **NATIONAL INVESTMENT TRUST LIMITED**

**Document No. 2 ( Terms and Conditions of Tender )**

**TENDER NO. ADMN / STA/17 /36**  
**DTD: DEC 06, 2017**

**NATIONAL INVESTMENT TRUST LIMITED**  
**ADMINISTRATION DEPARTMENT**

**SUPPLY OF GENERAL & COMPUTER STATIONERY**

**TERMS & CONDITIONS OF TENDER**

1. Tender will be opened on **22<sup>nd</sup> December, 2017 at 11:30 am** in the presence of the bidders / their representatives and the Committee. Names of the bidders and rates quoted for each item / per unit will be announced / recorded in a statement to be signed by the participants.
2. Supply will be made at **National Investment Trust Limited, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi** without any extra charges.
3. Rate (s) will be inclusive of all taxes, duties etc levied by the Government of Pakistan.
4. Quotation/rates will remain valid up to **31<sup>st</sup> March, 2018**.
5. Tender / Quotations once opened by the Committee will not be taken back by the participants.

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National Bank Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan  
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6. Supply should be completed within one week of time from the date of firm order.
7. Supply will be made in proper packing material and in order easily countable.
8. Order for supply of stationery items will be split on the basis of the lowest quotations. Bidders quote the lowest for few items of nominal value will be ignored.
9. Any change in Government duties, taxes or devaluation of Pak Rupees against Foreign Currency will be borne by the successful bidder(s).
10. Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting is also not acceptable.
11. Substandard items and items different from the required quality / standard will be rejected / returned at any stage during or after supply.
12. HP- Authorized vendors with “Manufacturing Authorization Letter (MAL) from HP will be eligible to submit bids for HP Toner Cartridges who will show to be an authorized HP partner and products supplied may be got verified by HP Pakistan.

**(S.T.A. QUADRI)**  
**VICE PRESIDENT**

Acceptance by the supplier

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Name and Signature of authorized official of Bidder  
with official stamp

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# NATIONAL INVESTMENT TRUST LIMITED

## Document No.3 (Qualification of Bid)

TENDER NO. ADMN /STA /17 /36  
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### NATIONAL INVESTMENT TRUST LIMITED ADMINISTRATION DEPARTMENT

### SUPPLY OF GENERAL / COMPUTER STATIONERY

#### QUALIFICATION OF BID

1. Vendors / Suppliers must be registered with Income / Sales Tax Authorities.
2. Bidder will fill out unit price and total amount of each item / unit including all taxes on the Bill of Quantity duly signed by authorized official of supplier with official stamp.
3. Bidder will sign with official stamp all Tender Documents (# 2 to 5).
4. Bidder will submit tender in closed / sealed envelop up to **22<sup>nd</sup> December 2017 at 11:00 a.m.**

**(S.T.A. QUADRI)**  
**VICE PRESIDENT**

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Name and Signature of authorized Official of Bidder  
With official stamp

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**NATIONAL INVESTMENT TRUST LIMITED**

**Document No. 4 (Evaluation of Bid)**

**TENDER NO. ADMN / STA /17 /36**

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**NATIONAL INVESTMENT TRUST LIMITED**  
**ADMINISTRATION DEPARTMENT**

**SUPPLY OF GENERAL / COMPUTER STATIONERY**

**EVALUATION OF BID**

1. Bidders will win order only for supply of the stationery items for which they quote the lowest rates. Order for supply of stationery items will be split on the basis of the lowest quotation. Bidders quote the lowest for few items of nominal value may be ignored.
2. In case more than one bidder quote same lowest rates of stationery items, order for supply will be issued to the bidder wins order for supply of more stationery items on the basis of the lowest quotation.

**(S.T.A. QUADRI)**  
**VICE PRESIDENT**

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Name and Signature of authorized Official of Bidder  
With official stamp

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