

**TENDER NO. ADMIN / STA /18 / 38**  
**DTD: JUNE 1, 2018**

**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 (Active Tax Payers) 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 20<sup>th</sup> June, 2018 upto 11:00am. Bids will be opened on the same day at 11:30am. 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)**  
**HEAD OF ADMIN**

Contact Persons : Mr.HafeezurRehman – Assistant Chief Manager  
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3. The following NIT Branch Offices reported that there are some scrap / obsolete items, which are not in use, are lying in their Branch Offices and occupying space. They have, therefore, requested for disposal of these scrap / obsolete items. In this connection Branch Offices obtained offers from scrap dealers and forwarded the same for approval. The detail of Scrap items and highest offers received from Branch Offices are as under:

4. It is proposed that we may allow the Branch Offices to dispose of the above mentioned scrap / obsolete items and the realized amount against disposal of scrap / obsolete items may be deposited in petty cash accounts of Branch Offices under intimation to Management Company Account at Head office, Karachi.

5. MD may kindly accord approval of proposal under para 4/n.