



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO.ADMIN/STA/01/2018

DATED : November 1, 2018

PRE-QUALIFICATION OF PRINTERS

INVITATION

National Investment Trust limited, an Asset Management Company, managing mutual funds in Pakistan invites Firms/ Printers (registered with Sales Tax and Income Tax Authorities) having capacity / resources for offset printing of reports, flyers, forms, statements etc as per design/ template of NIT to participate in our pre-qualification process of printers. Vendor's capacity/ strength will be evaluated as per pre-qualification criteria and result thereof will be communicated to all participating firms.

Pre-qualification Documents, containing all information required for pre-qualification including instruction for preparation and submission of pre-qualification documents, evaluation criteria etc are available for the interested bidders at NBP building, 6th Floor, I.I. Chundrigar Raod, Karachi or may also be downloaded from NIT website www.nit.com.pk free of cost.

The proposals, prepared in accordance with the instructions in the pre-qualification documents must reach at NIT, 6th Floor, NBP Building, I.I. Chundrigar Road, Karachi, on or before November 19, 2018 upto 11:30am. Proposals will be opened on the same day at 12:00 noon in presence of the representatives of firms and Committee members. This advertisements is also available on NIT website: www.nit.com.pk

(S.T.A. QUADRI)
Head of Administration

NATIONAL INVESTMENT TRUST LIMITED

Tender No. ADMIN/STA/01/2018

Dated November 1, 2018

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 lead to disqualification of vendors(s).
- 3). Vendors must submit closed envelopes containing required documents/ information duly marked **“PRE-QUALIFICATION OF PRINTERS”** at National Investment Trust Limited, Head office, NBP Building, I.I.Chundrigar Road, Karachi (Phone: 32412056-59) upto 11:30am on November 19, 2018.
- 4). Vendor(s) will submit Documents # 3 duly filled-in / stamped/ signed by authorized signatory alongwith all information / documents required under Documents # 4 under official covering letter as per specimen of Documents # 2.
- 5). Closed envelopes will be opened in presence of vendor representative and Name of vendor/ representative, details of documents received will be recorded on a statement duly signed by all participants.
- 6). After evaluation as per criteria defined hereto, results will be communicated to all the vendors participated in the process.
- 7). Qualified Vendors will only eligible to take part in printing jobs up to the next pre-qualification exercise. MOU (Memorandum of Understanding) will only be signed with Qualified printers.
- 8). For queries, please contact:

Mr. Hafeez ur Rehman, Asstt Chief Manger
021-32412056-59 Ext: 217

Ref# _____

Dated: _____

The Head of Administration
National Investment Trust Limited
Head office
K a r a c h i.

SUBJECT: TENDER FOR PRE-QUALIFICATION OF PRINTERS

Dear Sir,

Having studied the subject tender documents (Invitation and Documents # 01 to 06) vide
Tender No. ADMIN/STA/01/2018 dated November 1, 2018 we submit information /
documents as required under Documents # 03 and 04.

Yours faithfully,

(_____)
VENDOR

**NATIONAL INVESTMENT TRUST LIMITED
ADMINISTRATION DEPARTMENT**

Tender No. ADMIN/STA/01/2018
Dated : November 1, 2018

VENDOR'S INFORMATION

NAME OF VENDOR : _____

ADDRESS : _____

OFFICE PHONE : _____ FAX: _____

NTN/ GST# : _____

CONTACT PERSON : _____

DESIGNATION : _____

PHONE : _____ CELL : _____

FAX : _____ E-MAIL : _____

NATIONAL INVESTMENT TRUST LIMITED

Tender No. ADMIN/STA/01/2018

Dated: November 1, 2018

**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 in evidence/ support that the job will not be delayed due to short of materials.
8. Detail of Self Power Generation
9. Detail output of installed capacity per day
10. Visit of NIT Official to Press

S.T.A. QUADRI
HEAD OF ADMINISTRATION

NATIONAL INVESTMENT TRUST LIMITED

Tender No. ADMIN STA/01/2018

Dated: November 1, 2018

PRE-QUALIFICATION CRITERIA OF PRINTERS

- 1). Vendors to be found having adequate resources (high quality printing machines, binding machines etc.) and staff strength will be considered “A” Category Printers such vendors will be eligible to take part in all types of printing jobs till next pre-qualification of vendors.
- 2). Vendors to be found having necessary resources (reasonable quality printing machines and binding machines etc.) and staff strength will be considered “B” category Printers such vendors will be eligible to take part only for printing of general stationery till next pre-qualification of vendors.
- 3). Rates for all printing jobs will be called from pre-qualified printers. In case the lowest rates submitted by category “B” pre-qualified printers for only high quality printing jobs, such jobs will only be assigned once the printer will provide adequate assurance for quality printing otherwise next lowest rates will be acceptable to meet quality printing requirements.

S.T.A. QUADRI
HEAD OF ADMINISTRATION

NATIONAL INVESTMENT TRUST LIMITED

Tender No. ADMIN/STA/01/2018

Dated: November 1, 2018

EVEALUATION CRITERIA

- 1). Based upon information/ documents provided by vendors and inspection report (to be submitted by NIT Official after visit to the printing press), Pre-qualification of Vendors (Printers) of “A” and “B” Categories will be finalized as per Pre-Qualification Criteria laid down in Document # 05.
- 2). Vendors to be found not meeting terms of tender and not having required resources/ staff strength will be classified as Non-Qualified Vendors (Printer).
- 3). Result of Evaluation will be announced / communicated to all participating vendors.

S.T.A. QUADRI
Head of Administration