



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. Admin /01/19

March 7, 2019

INVITATION OF TENDER FOR AIR CONDITIONER

National Investment Trust (NIT) is the largest open end Mutual Fund in Pakistan. NIT has its Head Office located in Karachi and has its business network all over Pakistan invites sealed bids from the original Manufacturers / Authorized Distributors / Suppliers of Gree or equivalent Air Conditioners registered with Income Tax and Sales Tax Departments for supply of Two (02) 1.5 ton Split (wall mounted) Air Conditioners, for installation at NIT Gujrat Branch.

Bidding Documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, 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 22.03.2019 upto 11:00 a.m. Bids will be opened on the same day at 11:30 a.m. This advertisement is also available on NIT website at www.nit.com.pk.

Thanking you,

Yours faithfully

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



NATIONAL INVESTMENT TRUST LIMITED

Document No. 2

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INSTRUCTIONS TO BIDDERS

1. Bidder will provide all information as requested in the Form of Bid.
2. Inaccurate information will disqualify bidder from bidding process.
3. Only sealed bid (properly closed envelop) will be received by National Investment Trust Limited, Head Office, NBP Building, 6th Floor, I. I. Chundrigar Road, Karachi (Phone : 32412056-9 / 111-648-648).
4. Envelop will be marked with bold letters “**TENDAR FOR AIR CONDITIONER**”.
5. Bidder will notify name of official with designation who will be present at the time of opening of bid (Optional).
6. All bids must be received at the notified address by 22.03.2019 up to 11:00 a.m.
7. Sealed envelopes will be sighted / opened in presence of the bidder.
8. Name of bidder / representative, detail / number of tender documents received, bid amount for item will be recorded in a statement.
9. Name of the bidder and bid amount will be announced / recorded in a statement.
10. Finally name of qualified bidder will be notified as per criteria provided to the bidders.
11. Qualified bidder will be awarded contract for supply / installation of Air Conditioners.
12. For queries, please contact:

S. T. A. QUADRI
HO- ADMIN
Phone : 2412056-9 Ext: 224 Direct : 2422117



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Document No. 3

TENDER NO. Admn/03/19

BID FORM FOR AIR CONDITIONER

BIDDER NAME : _____

ADDRESS : _____

OFFICE PHONE : _____ FAX _____

NTN / GST # : _____

CONTACT : _____
NAME OF PERSON _____

DESIGNATION : _____

PHONE : _____ MOBILE PH: _____

FAX : _____ E-MAIL : _____

SIGNATURE OF AUTHORIZED PERSON
SEAL OF VENDOR / COMPANY

TENDER FOR GREE AIR CONDITIONER OR EQUIVALENT
Air Conditioners to be delivered/installed at NIT Gujrat Branch

1. Market Report / Performance Report of Air Conditioner.
2. Information about manufacturer with the report of marketing of the product in local and international market. Please attach reports from manufacturer.
3. Complete information about the requirements of installation, kits.
4. Bidder will provide the following information / documents:-
 - a) Bidder is manufacturer / importer / sole Agent / Trade : _____ (Please attach documents in evidence)
 - b) Business Report of the product in Pakistan (Please attach list of clients in Pakistan)
 - c) Strength of Technical Staff with capability of providing prompt / efficient services countrywide. How will they carry out repair / maintenance work economically?
 - d) Warranty of product
 - i) Maintenance / repair with parts during warranty period
or
 - ii) Maintenance / repair without parts during warranty period.
5. Bidder will provide detail maintenance requirements of the product.

OFFER PRICE FOR AIR CONDITONER

6. Offer price for Gree or equivalent Air Conditioner (including all taxes) –1.5 ton per unit.
7. Installation Charges with kits per unit at NIT Gujrat Branch.
8. Cartage / Forwarding Charges per unit, if any.



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MAINTENANCE OF AIR CONDITONER

9. Annual Maintenance of Air Conditioner per year with / without parts after warranty period.

TECHNICAL ADVICE FOR SMOOTH OPERATION

10. Bidder will provide technical advice for proper function of Air Conditioner including precautionary measures to save the product from total loss.

DELIVERY TIME

11. Bidder will state confirmed delivery / installation time of the product.



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Document No.5

BID CONTRACT FOR AIR CONDITIONER

Last date for the receipt of Tender is 22.03.2019 up to 11:00 a.m and will be opened at 11:30 a.m on the same date at Head Office situated at the below mentioned address, Karachi in the presence of such Tenderers or Representatives who may wish to be present.

TERMS OF TENDER

- 1. MATERIAL / SPECIFICATIONS**
The required specifications and other details are enclosed with this tender document which should be filled in the attached schedule.
- 2. DELIVERY**
The successful tenderer will be required to deliver the specified goods according to the terms and conditions of purchase / supply order, which will be issued separately.
- 3. PRICE**
The price quoted would be inclusive of all charges / taxes as per the directives of the Local Authority / Provincial / Federal Government including loading / un-loading, lifting & transportation charges to the place of work at NIT Gujrat Branch.
- 4. INSPECTION**
The goods shall be subjected to inspection by or representatives nominated by NIT Purchase committee and the decision of the inspection officer shall be final and binding on the Contractor / Supplier. In the event of rejection of the material, the rejected material shall be removed from NIT premises at the cost of supplier.
- 5. PAYMENT**
Payment of the goods supplied will be subject to production of invoice / bill along with delivery challan duly signed by the Recipient (with NIT Official Name and Designation) and satisfactory installation / performance report.
- 6. INCOME TAX / GST**
The amount of the Income Tax and General Sales Tax shall be deducted / levied from the total amount of invoice / bill at source, if applicable as per Standing Instructions of the Government.
- 7. SIGNATURE OF TENDERER AND CORRECTION/ALTERATION, IF ANY:**
The person signing the quotation / offer on behalf of the tenderer must specify the capacity like Proprietor, Manager, Partner in which he is signing the quotation / offer and the authority to do so, further any correction or alteration in quotation / offer must be signed in full by the same person who has signed the quotation / offer for and on behalf of the tenderer.

8. BID VALIDITY PERIOD

BID Validity Period will be up to 06.05.2019.

9. REJECTION AND ACCEPTANCE OF TENDERS

National Investment Trust Limited reserves the right to accept or reject any or all tenders wholly or partially without assigning any reason. It shall also have full authority to split the tender and distribute the supply among various tenderers and the tenderer shall supply the quantity for which their tender has been accepted.

10. DEFECTIVE STORES

If the material / goods supplied or any portion thereof is declared / found defective/ substandard by the Inspector nominated by Purchase Committee, the tenderer shall replace such goods within 7 days at their risk and cost. Besides, the supplier will also compensate loss / damage caused due to supply of defective materials. In case the defective / rejected goods are not removed from the premises, NIT has right to dispose off the rejected / defective goods without referring to the suppliers and shall accept no responsibility whatsoever in this respect.

11. LIQUIDATED DAMAGES

NIT reserves right to grant extension of the time in the delivery period for such period as it deems fit in case of delay in delivery. Unless, otherwise, decided by NIT, any extension so granted shall be subject to payment of liquidated damages.



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Document No.6

BILL OF QUANTITY FOR SUPPLY OF NEW SPLIT AIR CONDITIONERS

Sr.#	Items (Detail & Specifications)	Qty.	Unit Cost (inclusive WHT) Rs.	17% Sales Tax Rs.	Total Unit Cost including all taxes Rs.	Other charges (if any) Rs.	Total Cost per Unit including taxes / other charges Rs.
1	Split Air Conditioners (1.5 ton)	02					

(_____)

SIGNATURE OF TENDERER

NAME OF THE FIRM : _____

ADDRESS : _____

TELEPHONE NOS : _____

OFFICIAL STAMP : _____



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Document No.7

QUALIFICATION CRITERIA FOR AIR CONDITIONER

1. Qualification criteria of Gree Air Conditioner or equivalent will be as under:
 - i) Power generation cost will be taken into consideration.
 - ii) The lowest offer price will be a major consideration.
 - iii) Charges for cabling (if any) / installation of Air Conditioner per unit.
 - iv) Performance Report
 - v) Maintenance of Air Conditioner with parts during / after warranty period.

EVALUATION OF BID FOR AIR CONDITIONER

1. Bid will be evaluated keeping in view of reputation / market report of product and services to customers.
2. Evaluation of bid will depend on all aspects / terms of bid as per Tender Documents to procure quality product from potential vendor.
3. Bidder with business network throughout the country will be considered more favourable than small business entities.
4. Strength of relevant staff will be reviewed to ascertain capability of vendor to provide quality services.
5. Quick / ready delivery of the product will be taken into consideration.

(S.T.A.QUADRI)
HEAD OF ADMINISTRATION