

ADMINISTRATION DEPARTMENT

**Admn./24(42-C)/2020/
September 7, 2020**

TENDER FOR "PURCHASE AND INSTALLATION OF MAINTENANCE KIT OF HP LASER JET 9050 DN" AT NIT HEAD OFFICE

National Investment Trust Limited, an Asset Management Company managing mutual funds in Pakistan invites all reputed and well established firms / companies (registered with tax authorities), holding partnership Like Tier-1 / Tier-II for Pakistan from the Principal / Manufacturer of the equipment / software to submit bids in sealed envelope clearly marked "**PURCHASE AND INSTALLATION OF MAINTENANCE KIT OF HP LASER JET 9050 DN**" as per terms and conditions laid down in the tender document.

Tender documents, which are containing detailed terms and conditions, method of participation, procedure for submission of Tenders, validity, opening of Tender, evaluation criteria, clarification / rejection of Tender are available for the interested participants at National Investment Trust Limited, 6th Floor, National Bank of Pakistan Building, I.I. Chundrigar Road, Karachi. Tender documents can also be downloaded from www.nit.com.pk free of cost.

Sealed Tender in accordance with the instructions in the documents must reach at National Investment Trust Limited, 6th Floor, NBP Building, I.I. Chundrigar Road, Karachi, up to September 28, 2020 at 11:00 a.m. Technical Proposals will be opened the same day at 11:30 a.m. This advertisement is also available on PPRA Website at www.ppra.org.pk

(S. T. A. QUADRI)

Head of Administration

National Investment Trust Limited
NBP Building, 6th Floor, I. I Chundrigar Road
Karachi-74000
Tel: 021-32412056-9 Fax: 021-32417827, 021-32422719

**TENDER FOR PURCHASE AND INSTALLATION OF
MAINTENANCE KIT OF HP LASER JET 9050 DN AT
NIT HEAD OFFICE**

NATIONAL INVESTMENT TRUST LIMITED

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1. INTRODUCTION

- 1.1** National Investment Trust (NIT) is the oldest and largest Mutual Fund Company of Pakistan, with its Head Office located in Karachi and operation spread all over Pakistan through its 25 branches and a customer facilitation center in Karachi.
- 1.2** Sealed Tenders are invited from reputed and well established firms/companies registered with Sales Tax and Income Tax Departments for the procurement of maintenance kit of HP Laser jet Printer 9050 dn as per specification and conditions mentioned below for delivery at NIT Head Office , Karachi.

2. SCOPE OF WORK

Following requirements define the scope of work for this Tender:

- 2.1** The Selected bidder will be responsible for the supply, installation and testing of the hardware purchased against this Tender.
- 2.2** Selected bidder must ensure that the supplied equipment is Genuine, fully operational, new and performs properly and meet Tender Technical Specification.

3. INFORMATION FOR BIDDERS

Name of Procuring Agency:	National Investment Trust Limited National Bank Building, 6 th Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Last date for Bid Submission	September 28, 2020 at 11:00 A.M
Bid Opening Date and Time	September 28, 2020 at 11.30 A.M
Bid Opening Place	National Investment Trust Limited National Bank Building, 6 th Floor, I.I. Chundrigar Road, Karachi. 74000, Pakistan.
Contact Person	Mr. S. T. A. Quadri, HO - Admin
Phone:	021-32412056-9 (Ext : 224)
Direct Phone	021-32425101
Fax:	021-32422719

4. TERMS AND CONDITIONS:

- 4.1. The bidder should be registered with Sales Tax and Income Tax Department.
- 4.2. The bidder must be the authorized Tier 1 / Tier 2 partner of the principal in Pakistan.
- 4.3. Bid should be submitted in Pak Rupees only.
- 4.4. Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.5. NIT reserves the right to accept/reject wholly or partially any tender at any stage of the tender process. Reasons may be provided upon written request.
- 4.6. Validity period of the bids shall be for at least 30 days.
- 4.7. The decisions of NIT will be binding on all concerned and will in no case be challengeable at any forum.
- 4.8. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.9. During the examination, evaluation and comparison of the bids, the NIT at its sole discretion may ask the bidder for clarifications of its bid. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 4.10. For this tender all updates/changes shall be communicated through email by NIT.
- 4.11. Delivery and commissioning is required to be executed within two (02) days, should be available from ready stock.
- 4.12. Bids submitted via email or fax will not be entertained.

5. PROCEDURE FOR BID SUBMISSION

- 5.1. For this tender 'Single stage- Two envelope procedure' for open competitive bidding shall be adopted.

- 5.2. Bid envelope submitted will comprise of a single envelope containing two separate closed / sealed envelopes containing Technical and Financial proposal.
- 5.3. Technical proposal envelope should be marked as ‘Technical proposal and should include following documents:
 - 5.3.1. Company profile.
 - 5.3.2. List of customers (corporate sector) along with their contact details
 - 5.3.3. Technical specification (Annexure I) document completely filled, signed and stamped for identifying offered equipment.
 - 5.3.4. Technical brochure of the offered model / equipment
 - 5.3.5. Partner Authorization letter from Vender.
 - 5.3.6. Active Income Tax/GST Certificate of the bidder.
 - 5.3.7. Any other document required as per this tender document.
- 5.4. Financial proposal should be marked ‘Financial proposal’ and contain bid price filled on BOQ Form (Annexure II) for items specified in Annexure I.
- 5.5 In first stage only the ‘Technical proposals’ will be opened in the presence of bidder’s representatives that choose to attend.
- 5.6 Technical proposals of the bidders will be evaluated, generally for compliance of ALL the requirements given in the tender document and specifically for Qualification Criteria given in Annexure III.
- 5.7 Vendors who will not submit all required documents / information as per Qualification Criteria and do not meet the qualification requirement will be declared as Non-Qualified Vendors.
- 5.8 As a part of technical evaluation, bidders may be asked to arrange visit to their completed projects.
- 5.9 On the basis of Qualification Criteria, the financial proposal of only technically qualified bidder will be opened in the presence of their representatives that choose to attend.
- 5.10 Financial proposals of bids found technically non-responsive will be returned un-opened.

6. EVALUATION CRITERIA

The lowest qualified financial bid will be accepted

7. PAYMENT TERMS

- 7.1 No payment shall be made in advance to the contractor as mobilization advance.

- 7.2** Hundred percent (100%) cost of equipment shall be paid and will be released after successful delivery and installation of the equipment as per Technical specification Annexure I
- 7.3** All payments shall be made after deduction of all taxes.
- 7.4** All payments shall be made through cross cheque in the Pak Rupees.
- 7.5** Taxes will be deducted at source as per Government Rules at the time of payment.
- 7.6** Bidder should mention any other charges/optional charges in financial bid deemed necessary to complete and compare final bid amount. (all inclusive including taxes)

**ANNEXURE 1: TECHNICAL SPECIFICATION FOR HP LASER JET 9050
PRINTER**

Product Features	Description	Compliance (Y/N)	Comments	Part No	Reference Brochure
1.1 Maintenance Kit for HP Laser jet 9050 Printer	1.1.1 Genuine HP Maintenance Kit				
	1.1.2 Provide Genuine Documentary Proof				
	1.1.3 Average yield: 350,000 pages				
	1.1.4 Fuser assembly; Pickup roller; Transfer roller; Feed/Separation rollers; Installation guide				
	1.1.5 Warranty as per HP				
	1.1.6 Complete installation and testing				

ANNEXURE IV: BILL OF QUANTITY

Equipment Type	Quantity	Total Price PKR
1. HP Laser Jet Printer 9050dn Maintenance Kit (as per specifications in Annex 1)	01	

Note:

D) Bidder should mention any other charges/optional charges in financial bid (All-inclusive including taxes)

ANNEXURE III: QUALIFICATION CRITERIA

Vendors who will meet the following conditions and submit the documents / statements / information as mentioned, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

- 8.1 Active Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding partnership like Tier1 /Tier II for Pakistan from the principal/ manufacturer of the equipment/software (Copy to be provided).
- 8.3 Completely Filled Bill of Quantity as per equipment quantity given under Annex II.
- 8.4 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.5 Compliance of the offered model / product with the specification mentioned in Technical Information. Annexure I, completely filled signed and stamped to be included.
- 8.6 Technical proposal documents be duly signed and stamped.
- 8.7 Successful implementation of at least three (03) similar projects* completed within last two years Testimonial from the customer or can be confirmed by NIT through the contact detail provided.
- 8.8 The supply of orders completed during last 2 years and in hand should have a combined worth of at least Rs 1 Million (Documentary proof should be provided).

* Project listed should be of the same Brand with same or higher specification than this Tender