



NATIONAL INVESTMENT TRUST LIMITED

TENDER NO. ADMN.24(49) / 1

DTD: January 20, 2021

INVITATION TO BID

TENDER NO. ADMN.24(49) / 1, DTD: January 20, 2021

TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN

National Investment Trust Limited an Asset Management Company managing mutual funds in Pakistan invites the Importers/ Manufactures/ Authorized Dealers/ suppliers, who can provide required services in various locations of Pakistan and having registration with Income Tax and Sales Tax Departments, to submit sealed bids duly marked **TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN** (27 Locations) along with trade-in offer of old / existing sign boards as per detailed list of locations attached with complete tender document available on the following address.

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 February 8, 2021 up to 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 / PPRA website at www.ppra.org.pk.

Thanking you,

Yours faithfully

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

Contact Person : Mr. Moez Bhimani (Brand & Media Department)
Office Phone : 32412056-9 Ext: 206 Fax No. 32422719

National Investment Trust Limited **Head of Administration**

NBP Building, 6th 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, Website: www.nit.com.pk



Invest in Trust

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan

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NATIONAL INVESTMENT TRUST LIMITED

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

Date : _____

Head of Administration
National Investment Trust Limited
NBP Building, 6th Floor
I. I. Chundrigar Road
KARACHI

SUBJECT: TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN

Sir,

Having read / understood terms and conditions of tender, qualification criteria, evaluation of bid criteria, we sign / submit all Tender Documents (# 2 to 5 and its attachments) including Bill of Quantity for **SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING** alongwith trade-in offer of old / existing Sign Boards duly signed with official stamp as desired in closed / sealed envelope duly marked **“TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN.**

NIT reserves the right to accept / reject tender and to annul the bidding process at any stage of the tender process. Reasons for which will be apprised 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 /
Graphic Designer

Name of Contact Person: _____
Office Phone / Mobile #: _____
Office Fax # : _____
Office Address : _____

We remain,

Yours sincerely
(Name / Designation and Signature of Authorized Signatory)

Encl : (detail)



NATIONAL INVESTMENT TRUST LIMITED

Document No. 2 (Terms and Conditions of Tender)

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TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN

TERMS & CONDITIONS OF TENDER

1. The interested vendors or their representatives will visit NIT Branches / locations (as per list attached Annexure-IV) and will arrange measurement of Sign Boards / Glass Branding required to be installed before submission of final Tender. Further they will also arrange photographs of existing Signage Boards and Branding installed at NIT Branch Offices. No TA/DA or any other additional charges will be paid for this exercise.
2. The measurement of Signage Boards and Glass Branding and coloured photographs, arranged by the vendors, will be submitted alongwith Tender Documents, however, the final measurement will be provided by NIT. If any signage Board (frame / lights) found in good condition and there is no need to change the frame / lights etc. the vendors will intimate in their list with remarks that **“No replacement of frame / lights is required”**. However, the flex / Substrate of all boards will be replaced.
3. 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 February 08, 2021 up to 11:00 am. Bids will be opened on the same day at 11:30 am in the presence of the bidders / their representatives and the Committee. Names of the bidders and rates quoted will be announced / recorded on a statement to be signed by the participants.
4. Supply / complete Installation will be made at NIT Branches located in different cities of Pakistan (List Enclosed Annexure-IV) without any extra charges.

5. Dismantling of existing Sign Board and removal of existing Glass Branding will be the responsibility of successful vendor for which no extra charges will be paid. However, any damage / loss to the property / fixture / instrument of NIT the vendor will be responsible to repair the damage or provide / install new fixture / instrument for which no any charges will be paid by NIT.
6. The interested vendors are required to offer trade-in / purchase of existing old Sign Boards. After dismantling of old Sign Boards the successful bidder will immediately remove the Board from NIT Branch Office. In this respect no any charges for loading unloading or transportation will be paid by NIT.
7. Rate (s) will be inclusive of all taxes, duties etc levied by the Government of Pakistan.
8. Quotation / rates will remain valid up to 120 Days.
9. Tender / Quotations once opened by the Committee will not be taken back by the participants.
10. Supply / Installation should be completed within 15 Days of time from the date of firm order.
11. Supply will be made in proper packing material and installation must be neat and clean. Any type of damage / scratches or incomplete installation etc. will not be acceptable / rejected.
12. Any change in Government duties, taxes or devaluation of Pak Rupees up to 5% against Foreign Currency will be borne by the successful bidder(s).
13. Incomplete / Conditional bids will not be entertained. Cutting / Overwriting is also not acceptable.
14. Substandard items and items different from the required quality / standard will be rejected/ returned at any stage during or after supply.



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15. Supply / Installation is required as per specifications notified in BOQ. Standards of Signage & Branding will be followed and it should be of high quality / brand Like, 3M PG-III Media, Phillips LED Tube Lights or Equivalent, alongwith satisfactory note received from NITL Branch Manager after installation of Sign boards / Branding.
16. No any TA/DA will be paid to the successful vendors / their representative for the above job.
17. During project, if any worker / representative of vendor hurt / injured / expired or there will be any kind of material / financial loss to the vendor, NIT will not be responsible for that losses / incident.
18. As per term first payment of **25%** of total cost of the above job will be made after successful completion of 10 Branch Offices / locations, second payment of **25%** of total cost after completion of 20 Branch Offices / locations and remaining **50%** payment will be made after completion of total job assigned to the successful vendor / bidder. The above payments will be subject to satisfactory verification of the Branch Offices.

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

Acceptance by the supplier

Name and Signature of authorized official of Bidder
with official stamp

National Bank Building, 6th 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, Website: www.nit.com.pk



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Document No.3 (Qualification of Bid)

TENDER NO. ADMN.24(49) / 1

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TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN

QUALIFICATION OF BID

1. Vendors / Suppliers must be registered with Income / Sales Tax Authorities.
2. Vendors / Bidders, who must have completed minimum two projects successfully of similar requirement, will be eligible for participation in Tender. Copies of documentary evidence of their projects must be attached with Tender document.
3. Bidder will fill out unit price / rates per sq. ft. of each item / unit including all taxes on the Bill of Quantity and also offer trade-in / purchase of existing old Sign Boards duly signed by authorized official of supplier with official stamp.
4. Bidder will sign with official stamp all Documents / papers (# 2 to 8) and must submit the same with tender.
5. Bidders will provide complete list showing their clientage / their addresses / contact persons and contact numbers etc.
6. Bidder will submit tender in closed / sealed envelope on or before February 08, 2021 up to **11:00 am**.

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

Name and Signature of authorized Official of Bidder
With official stamp

National Bank Building, 6th Floor, I. I. Chundrigar Road Karachi – 74000 Pakistan
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Document No. 4 (Evaluation of Bid)

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TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES ALL OVER PAKISTAN

EVALUATION OF BID

Bid for supply / Installation of **Supply / Installation of SIGNAGE BOARDS AND GLASS BRANDING** alongwith offer for trade-in / purchase of existing old Sign Boards will be selected on the basis of the most advantageous evaluated bid. The most advantageous evaluated bid does not refer to the lowest financial but the best bid in the interest of the institution.

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

Name and Signature of authorized Official of Bidder
With official stamp

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Document No. 5 (Evaluation of Bid)

TENDER NO. ADMN.24(49) / 1

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ANNEXURE : I

AS PER BELOW SPECIFICATIONS OR EQUIVALENT

Branch Signage

Substrate	:	3M PG-III Media
Light system	:	Philips LED Tube Light System
Auto Timer Off / On	:	Panasonic or Equivalent (Automatic Time Switches)
Printing Technology	:	UV RTR printing Flex Ink UK
Structure	:	Pipe structure of 1" x 1" 18-gauge square throughout the cabinet, top and Bottom cabinet to be covered with 24 to 26-gauge sheet and colour coated.
Glass Branding	:	One Way Vision 3M or Equivalent

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

Name and Signature of authorized Official of Bidder
With official stamp



NATIONAL INVESTMENT TRUST LIMITED

Document No. 6 (BILL OF QUANTITY/OFFERED PRICE)

TENDER NO. ADMN.24(49) / 1

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ANNEXURE : II

FINANCIAL PROPOSAL WITH SPECIFICATIONS / QUALITY

TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND GLASS BRANDING” AT NIT BRANCH OFFICES

ANNEXURE - II (Sign Boards / Branding)				
Sr. #	Description	Bid Including Tax GST /SST		
		Unit Price / Rate	GST/SST ___%/___%	Total Price (Inclusive all taxes)
1	Substrate / Quality ()			
2	Lights / Quality ()			
3	Wiring / Quality ()			
4	Printing / Quality ()			
5	Pipe Structure /Quality / Guage ()			
6	Sheet Structure /Quality / Guage ()			
7	Installaion Charges ()			
TOTAL RATE PER SQ. FT. OF SIGN BOARD				
8	Branding / Quality ()			
9	Installaion Charges ()			
TOTAL RATE PER SQ. FT. OF GLASS ONE WAY VISION BRANDING				

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

Name and Signature of authorized Official of Bidder
With official stamp

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Document No. 7 (OFFER FOR TRADE-IN OF OLD BOARD)

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ANNEXURE : III

**TENDER FOR “SUPPLY / INSTALLATION OF SIGNAGE BOARDS AND
GLASS BRANDING” AT NIT BRANCH OFFICES**

ANNEXURE- III (OFFER FOR TRADE-IN/PURCHASE OF EXISTING OLD SIGN BOARD

Sr. #	Branch / Location	Existing / Old Sign Board			Offered Price
		Sizes		Quantity	
		Height	Width		
1	NIT IFC - Karachi				
2	Nacon House Branch-Karachi				
3	Civic Centre Branch-Karachi				
4	Tariq Road Branch-Karachi				
5	Clifton Branch-Karachi				
6	Nazimabad Branch-Karachi				
7	DHA Branch-Karachi				
8	Hyderabad Branch				
9	Sukkur Branch				
10	Quetta Branch				
11	Gulberg Branch-Lahore				
12	DHA Branch-Lahore				
13	Township Branch-Lahore				
14	Faisalabad Branch				
15	Kohinoor Sale Point-Faisalabad				
16	Multan Branch				
17	Gujranwala Branch				
18	Gujrat Branch				
19	Sargodha Branch				
20	Islamabad Branch				
21	Rawalpindi Branch				
22	Sialkot Branch				
23	Uggoki Morre Sale Point-Sialkot				
24	Mirpur A.K. Branch				
25	Peshawar Branch				
26	Wah Cantt: Sale Point				
27	Abbottabad Branch				
TOTAL OFFERED AMOUNT					-

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

Name and Signature of authorized Official of Bidder
With official stamp



NATIONAL INVESTMENT TRUST LIMITED

Document No.8 (Locations / Branch Offices)

TENDER NO. ADMN.24(49) / 1

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ANNEXURE : IV

LOCATIONS / BRANCH OFFICES

- | | |
|---|---|
| 1) NIT Nacon House Branch
270, Nacon House
Din Muhammad Wafai Road
Saddar, Karachi
Ph:021-99202789/99204744 | 2) NIT Faisalabad Branch
Platinum Centre (2 nd Floor)
Allama Iqbal Road
Faisalabad
Ph:041-2412495/111-648-648 |
| 3) NIT Civic Centre Branch
KDA Building, Sir Shah Suleman Road
Civic Centre, Karachi
Ph:021-99230524 | 4) NIT Kohinoor Sale Point
Shop No.15 (Lower Ground)
Mediacom Plaza, Kohinoor
Jaranwala Road, Faisalabad
Ph:041-8732495 |
| 5) NIT Tariq Road Branch
Suite No.G-4, Madina Arcade
(Ground floor) Sir Syed Ahmed Khan
PECHS, Block-2, Karachi
Ph:021-34540165 | 6) NIT Multan Branch
3-Gold Crest Plaza, Azmat
Wasti Road, Chowk Dera
Adda, Multan
Ph:061-4542914 |
| 7) NIT Clifton Branch
Shop No.6, Yousuf Grand Square
Near Three Swords, Block-8, Clifton, Karachi
Ph:021-35867962 | 8) NIT Gujranwala Branch
42-A/B, Trust Plaza (Ground
Floor) G.T. Road Gujranwala
Ph:055-3255570 |
| 9) NIT Nazimabad Branch
Suite No.5&7, Hanif Centre (Ground Floor)
Near Hanif Hospital, Block 'B'
North Nazimabad, Karachi
Ph:021-36720220 | 10) NIT Gujrat Branch
Shop No.04, Gul Plaza,
Gulzar-e-Madina Chowk,
Opp:Qand Fishan Marriage Hall
G.T. Road, Gujranwala
Ph:053-3729763 |
| 11) NIT DHA Branch
Shop No.2, Plot No.40-C, Lane-3
Main Khayaban-e-Rahat (Commercial)
Opp: DHACSS Degree College, Phase-VI
DHA, Karachi PH:021-35844085 | 12) NIT Sargodha Branch
16-A, Trust Plaza (1 st Floor)
Fatima Jinnah Road
Sargodha
Ph:048-3728200 |



NATIONAL INVESTMENT TRUST LIMITED

Document No.8 (Locations / Branch Offices)

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ANNEXURE : IV

- | | |
|---|--|
| 13) NIT Investors' Facilitation Centre-IFC
08, Lakson Square Building No.1
Sarwar Shaheed Road,
Opp: Karachi press Club, Saddar, Karachi
Ph:021-35644561-63 | 14) NIT Islamabad Branch
Kashmir Plaza (Ground Floor)
Jinnah Avenue, Blue Area
Islamabad
Ph:051-2828711 |
| 15) NIT Hyderabad Branch
Civic Centre, Thandi Sarak, HDA
Hyderabad
Ph:022-2728899 | 16) NIT Rawalpindi Branch
13/4, Al-Amin Plaza, The Mall
Opp:Cantonment Board
Building, Rawalpindi
Ph:051-5701277 |
| 17) NIT Sukkur Branch
C-431/1A/1/2/1/3, Queens Paradise
Building, Queen Road, Sukkur
Ph:071-5627084 | 18) NIT Sialkot Branch
9-Kashmir Centre, Kutchery
Road, Sialkot
Ph:052-426648 |
| 19) NIT Quetta Branch
2-13/7, M.A. Jinnah Road
Quetta Ph:081-28655583 | 20) NIT Uggoki Morre Sale Point
Opp:UBL, Uggoki Morre,
Wazirabad Road, Sialkot
Ph:052-3570448 |
| 21) NIT Gulberg Branch
1A, Raja Centre (1 st Floor), Main
Boulevard, Gulberg-II
Lahore Ph:042-35754440 | 22) NIT Mirpur A.K. Branch
Rehman Plaza, Opp: Ghazi
Ellahi Baksh Degree College for
Women, Sector B/4, Allama
Iqbal Road, Mirpur A.K.
Ph:05827-442237 |
| 23) NIT DHA Branch
307-Y (Commercial Area) phase-III
DHA, Lahore Ph:042-35743584 | 24) NIT Peshawar Branch
FC Trust Building (Ground
Floor) Soneri Masjid Road
Peshawar Ph:091-5274848 |
| 25) NIT Township Branch
Glamour One Shopping Centre
(Ground Floor) Peco Road, Near Akbar Chowk
Lahore Ph:042-35213017 | 26) NIT Wah Cantt: Sale Point
Office No.3, First Floor, Mall
View Plaza (CB-1) Sector-A
(Shah Wali Colony) The Mall
Wah Cantt: Ph:051-4533453 |
| 27) NIT Abbottabad Branch
Office No.1 (Ground Floor) Bilal Plaza
Behind Silk Plaza, Supply Mansehra Road
Abbottabad Ph:0992-343006 | |