

**TENDER FOR PROVIDING OF MAINTENANCE
SUPPORT FROM AUTHORIZED PARTNERS OF 40 KVA
APC UPS AT NIT HEAD OFFICE KARACHI**

NATIONAL INVESTMENT TRUST LIMITED

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1. INTRODUCTION

National Investment Trust (NIT) is largest open end Mutual Fund in Pakistan. NIT has its Head Office located in Karachi, with its operation spread all over Pakistan through the presence of 23 NIT branches and over 100 distributor's branches.

2. SCOPE OF WORK

- 2.1** Sealed Tenders are invited from reputed companies for providing maintenance support for 40 KVA APC UPS installed at NIT Karachi Head Office and specification mentioned in this tender.
- 2.2** The bidder representatives are advised to review / read a sample SLA document being used between NIT and its vendors for reference. As the selected bidder will be required to sign a Service Level agreement (SLA) elaborating on points identified under Annexure II.

3. INFORMATION FOR BIDDERS

| | |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Name of Procuring Agency: | National Investment Trust Limited |
| Earnest money: | Bank draft equal to 2% of the total bid value to be enclosed at the time of bid submission. |
| Last date for Bid Submission: | January 7, 2014 at 11.00 A.M |
| Bid Opening Date and Time: | January 7, 2014 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, AVP - Admin |
| Phone: | 021-32412056-9 (Ext : 235) |
| Direct Phone: | 021-32425101 |
| Fax: | 021-32422719 |

4. PROCEDURE AND TERMS OF TENDER:

- 4.1.** The bidder should be registered with Sales Tax and Income Tax Department.
- 4.2.** The bidder must be the Tier 1 partner of the principal/manufacturer in Pakistan and authorized for providing support, and in compliance with the qualifying criteria mentioned under Annexure IV.
- 4.3.** The bidder is required to visit the equipment site and carry out any health checks if required before the submission of their bid. No change in price can be accommodated once the bid has been submitted.
- 4.4.** The maintenance contract will be initially for two year period but will be subject to review after one year based on level of service provided. In case of mutual consent, the agreement may be further extended on yearly basis after expiry of the initial 2 year term
- 4.5.** Bid should be submitted in Pak Rupees only.
- 4.6.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.7.** NIT reserves the right to accept/reject wholly or partially any tender without assigning any reason at any stage of the tender process. Reasons may be provided upon written request.
- 4.8.** Validity period of the bids shall be for at least 30 days.
- 4.9.** The decisions of NIT will be binding on all concerned and will in no case be challengeable at any forum or any court of law.
- 4.10.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.11.** 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.
- 4.12.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.13.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.14.** Undertaking for Service Level to be provided in this regard will be required be provided by the selected bidder at the earliest.
- 4.15.** The bidder must have office in Karachi and be fully capable to provide maintenance support from these locations.
- 4.16.** Bids submitted via email or fax will not be entertained.

5. 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 envelopes containing Technical and Financial proposal.
- 5.3.** Technical proposal envelope should be marked as ‘Technical proposal for SLA’ and should include following documents:
 - 5.3.1.** Provide document for Service level identifying response time, recovery time, parts inventory, preventive maintenance, and other details required to be specified in such documents. At minimum should include all the salient features as mentioned in Annexure II.
 - 5.3.2.** Company profile.
 - 5.3.3.** List of Names, contact details, and date of commencement for all existing customers (corporate sector) who are being provided with maintenance support for equipment which the bid is submitted.
 - 5.3.4.** List of qualified staff along with their qualification and certification relevant to the equipment.
 - 5.3.5.** Technical specification Annexure I document completely signed and stamped.
 - 5.3.6.** Elite partner Authorization letter from Manufacturer.
 - 5.3.7.** Income Tax/GST certificate of the bidder.
 - 5.3.8.** Any other document required as per this tender document.
 - 5.3.9.** Confirmation letter to provide services under this Tender for minimum of two years period, that will be extendable based on mutual consent.
- 5.4.** Financial proposal should be marked ‘Financial proposal for SLA’ and contain:
 - 5.4.1.** Bid price filled as per options given in BOQ (Annexure III) for annual maintenance support .
 - 5.4.2.** Bank draft for the earnest money.

6. FINAL SELECTION

- 6.1** In first stage only the ‘Technical proposals’ will be opened in the presence of bidder’s representatives that choose to attend.
- 6.2** Technical proposals of the bidders will be evaluated, generally for compliance of ALL the requirements given in the tender document and specifically for Prequalification criteria given in Annexure IV.
- 6.3** If any of the qualifying requirements is not met by the bidder, his bid will be declared as non-responsive and returned.

6.5 On the basis of prequalification evaluation, the financial proposal of only technically responsive bidder (qualified bidder) will be opened in the presence of their representatives that choose to attend.

6.6 The lowest financial bid will be accepted.

7. PAYMENT TERMS

7.1 The payment will be made in advance for applicable quarterly period (three months).

7.2 All payments shall be made after deduction of taxes.

7.3 All payments shall be made through cross cheque in the Pak Rupees.

7.4 Taxes will be deducted at source as per government rules at the time of payment.

7.5 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 I: TECHNICAL SPECIFICATION FOR APC UPS

| Product S. No | Brand | Model | KVA | Location |
|----------------------|--------------|------------------------|------------|---------------------|
| UJ1224100104 | APC | G3HT40KHB1 (GALAXY) | 40 | Karachi Head Office |

ANNEXURE II: SALIENT FEATURES FOR REQUIRED SERVICE LEVEL

1. This Maintenance Service would include scheduled of four (quarterly) preventive maintenance in a year. Maintenance will include cleaning, lubrication, adjustment, replacement of parts and Firmware upgrades whenever necessary.
2. Vendor will be liable for the both Labor and parts. The part installed will be of the same make or Equivalent in performance, as acceptable to NIT, to the original parts replaced.
3. Vendor will replace the faulty parts from its pool of inventory at same day.
4. While attending to any complaint Vendor will perform associated services at the premises of the NIT, however, in case of some major defects, replacement of the same may be performed at the site / workshop of Vendor after due notification.
5. With respect to defective, mal-functioning, non-functioning or other problems related to (i) critical systems and/ or equipment vendor has a 24X7 support format. This is 24 hours a day, seven days a week with 2-3 hours response time and resolution time of same day at NIT's locations.
6. Vendor shall ensure the replacement unit within the agreed time lines if Vendor is not able to repair / put the original unit right.
7. Vendor shall ensure that only genuine / approved parts of Manufacturer are being used during any replacement.
8. NIT may take services of any other vendor at the risk & cost of selected vendor, if selected vendor fails to provide services as agreed under the Agreement.
9. The paramount objective of the service agreement is to minimize the downtime inevitable in case of repair / replacement processing.
10. Vendor will provide backup equipment in order to keep the system up and running.

ANNEXURE III: BILL OF QUANTITY (For Annual Charges)

| Equipment Details | OPTIONS | Qty | Total Price (Annual Charges) PKR |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------|
| APC Galaxy 40 KVA (As per specifications in Annex I & Annex IV) | <u>OPTION 1:</u> APC 40 KVA UPS Support with parts and batteries | 01 | |
| | <u>OPTION 2:</u> APC 40 KVA UPS Support with parts Only (Without Batteries) | 01 | |
| | <u>OPTION 3:</u> APC 40 KVA UPS Support services only (without parts and batteries) | 01 | |

ANNEXURE IV: PREQUALIFICATION CRITERIA OF THE BID

Following are prequalification criteria required for qualifying a bid as responsive:

- 8.1 Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Holding Elite level partnership like Gold / Premier/ Tier1 etc for Pakistan from the principal/ manufacturer of the equipment and authorize to provide services (Copy to be provided).
- 8.3 Organizations which have previously sold equipment to NIT, should have provided satisfactory response on 'annual' / or 'call basis', on occasion of equipment failures. Bidders with non satisfactory record will be not be qualified.
- 8.4 Providing similar maintenance support to at least Three (03) customers for at least last two years. Customer Testimonial to be provided
- 8.5 Confirmation of good quality of service from randomly selected customers in the list submitted with the technical proposal.
- 8.6 List of technical support staff should include professional holding required certification from equipment manufacturer along with appropriate length of service.
- 8.7 The yearly value of maintenance agreement in hand should be higher than Rs 5 Million (list to be provided).
- 8.8 Should provide all documents as mentioned under paragraph 5.3 of this tender document.
- 8.9 Should provide written confirmation that the bidder is offering his services initially under this agreement for two years, which will be extendable based on mutual consent.
- 8.10 Completely Filled Bill of Quantity as per equipment quantity given under Annex III.
- 8.11 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.12 Technical proposal documents be duly signed and stamped.
- 8.13 Company must have resident engineers in Karachi. Documentary Evidence should be provided.
- 8.14 Adequate round the clock (24 X 7) Help desk facility to allow for call logging and ticketing, like Help Desk attendant, Online Web based application, etc.