



# NATIONAL INVESTMENT TRUST LIMITED

**TENDER NO. ADMN / PCS 001 / 2014**

**DTD: December 04, 2014**

**TENDER FOR PHOTOCOPY SERVICES AT NIT, HEAD OFFICE, KARACHI.**

Vendors registered with tax authorities are invited to submit bid up to date/time notified hereunder in sealed envelope for photocopy services on per copy charge basis which will be payable monthly (against invoice to be generated by service provider) for a period of three years renewable with mutual consent. Only space and use of electricity will be on account of NIT. One operator, two photocopiers capable of fast / quality photocopy services, paper and maintenance cost of photocopiers will be on account of service provider. The services are required at National Investment Trust Limited, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi (NIT Head Office). Tender Documents may be obtained free of cost from Administration Department, NIT Head Office during working days / hours.

Sealed envelope containing Tender Documents duly completed / stamped and signed by the authorized person of vendor and duly marked on face of envelope “**Tender for Photocopy Services**” may be dropped in Tender Box placed at Reception Area, NIT Head Office or may be submitted at Administration Department, NIT Head Office (address appearing below) **up to 22<sup>nd</sup> December, 2014 at 02:30 p.m. Tenders will be opened on 22<sup>nd</sup> December, 2014 at 03:00 p.m.**

NIT reserves the right to accept / reject tender 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.

Thanking you,

Yours faithfully

Sd/-

**(S. IQBAL AHMED)**  
**Head of Administration**

Contact Persons : Mr. Muhammad Taha - Jr. Administrative Officer  
Office Phone : 32412056-9 Ext: 247 Fax No. 32422719

[Type text]



# NATIONAL INVESTMENT TRUST LIMITED

Date : \_\_\_\_\_

**Attachement-1**

The Head of Administration  
National Investment Trust Limited  
NBP Building, 6<sup>th</sup> Floor  
I. I. Chundrigar Road  
**Karachi**

**SUBJECT : TENDER FOR PHOTOCOPY SERVICES**

Sir,

We hereby submit tender in sealed envelope duly marked "Tender for Photocopy Services" to provide photocopy services according to the terms and conditions of tender at NIT Head Office, Karachi.

NIT reserves the right to accept / reject tender 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:-

Vendor Status : \_\_\_\_\_  
Form of Entity

Name of Authorized /Contact Person : \_\_\_\_\_  
Office Phone / Mobile # : \_\_\_\_\_  
Office Fax # : \_\_\_\_\_

Yours sincerely

(Name and Signature of Authorized Signatory)

Encl : (detail )

[Type text]

**NATIONAL INVESTMENT TRUST LIMITED**  
**ADMINISTRATION DEPARTMENT**

**TERMS & CONDITIONS**

1. Tender will be opened on **22<sup>nd</sup> December, 2014 at 03:00 p.m.** in the presence of the bidders / their representatives (if they like to be present) and the Tender Committee to be constituted for this purpose. Names of the bidders and rates quoted for per photocopy including taxes will be announced / recorded on a statement to be signed by the participants.
2. NIT requires photocopy services for a period of three years renewable with mutual consent on the basis of information that we had photocopy services of 25,333 copies and 27,354 copies average per month during the period December 1, 2012 to November 30, 2013 and December 01, 2013 to November 26, 2014. It will be utmost importance to note for the participating vendors that we shall never compromise on quality of services as such any entity who is not committed to ensure quality services all time should not participate in tender process.
3. Vendor to be selected will be required to provide details of photocopiers to be installed at NIT Head Office for fast / quality photocopy services.
4. Vendors will be required to submit rates including taxes for the following photocopy / printing of documents services:-
  - i) Rate per photocopy on 70 gms / A4 size paper
  - ii) Rate per photocopy on 80 gms / A4 size paper
  - iii) Rate per photocopy on 90 gms A4 size paper
  - iv) Rate per print on 70 gms / A4 size paper
  - v) Rate per print on 80 gms / A4 size paper
  - vi) Rate per print on 90 gms / A4 size paper
  - vii) Rate per color photocopy / print / A4 size paper (70 / 80 / 90 gms)
  - viii) Rate per print on rough paper ( for printing draft documents )
5. Photocopiers to be installed at NIT Head Office should be capable of fast / quality photocopy / print services so that both time and electricity cost are saved to make services economical.
6. Photocopiers to be used for services should be multifunction photocopiers so that these are used as photocopier / printer / scanner and capable of making set of documents after

[Type text]

photocopy / printing of documents. NITL may also order print services through the multifunction photocopiers if it may work as network printer once it is found economical than that we have through our own resources in office.

7. Vendor to be selected for services will provide training to NIT Staff so that the machines are used seamlessly by trained staff even when there is no operator of the machines.
8. Photocopiers should have multi-password protection option so that only trained users can be registered with different passwords for use of the photocopiers with their separate passwords and the machines can generate statement at day end showing no of photocopy / print services user-wise for verification of job / monthly bill.
9. Photocopier should report number of photocopy on its screen which at the start of service will be recorded and monthly billing will be verified from the number on screen of photocopiers for payment.
10. It will be the responsibility of service provider to maintain both photocopiers in perfect condition ensuring timely / regular maintenance thereof on their cost for smooth services.
11. It will be the responsibility of service provider to maintain stock of paper for photocopy services at NIT Head Office on their account for seamless photocopy services.
12. At least one trained operator of photocopiers will be provided by the service provider for photocopy services from 9:00 a.m. to 6:00 p.m. on all working days.
13. In case of fault / malfunction / bad quality photocopy / print reported by NIT, the service provider will arrange prompt repair / maintenance of photocopier so that all faults are removed same day. If the service provider finds major fault in the photocopier that will require more than 1 day for its complete repair, they will provide replacement of the photocopier immediately so that NIT have two photocopiers all time for smooth services.
14. NIT Admn Staff will keep checking paper quality being used for photocopy. If any time, NIT Admn Staff reports for bad quality paper, the service provider will immediately replace bad quality paper stock with required quality paper (pure white / required gram)
15. The service provider will keep their photocopiers insured at their cost in order to lodge claim against repair / maintenance and total loss for any unforeseen reasons from the insurance company as NITL will not be responsible for any damage / loss of the service provider.

[Type text]

16. Photocopy services will be provided under SLA incorporating all major terms stated hereto and all other terms duly signed by NIT and selected vendor.

17. GENERAL TERMS AND CONDITONS OF TENDER

- i) Tender / Quotations once opened by the Committee will not be taken back by the participants.
- ii) Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting will require counter-signing by the authorized person of vendor.
- iii) Vendors will be required to submit detail specifications, functions etc of photocopiers along with manual of the machines and accordingly satisfy NITL that the photocopiers will meet our requirement / quality of services.
- iv) Rate (s) will be inclusive of all taxes, duties etc levied by the Government of Pakistan/Sindh Government.
- v) Bids submitted by vendors will remain valid up to 90 days from the date of its opening.
- vi) Bidders will be required to provide capacity to provide the services showing strength of the company (details of technical staff to provide timely support and services) and list of clients being provided photocopy and other related services.
- vii) Bidders will be required to submit pay order of Rs.5,000/- being earnest money (refundable) along with bid.
- viii) Bidders will submit declaration that they are not blacklisted by Government / Semi Government Organizations for any deviation from procedure / supply of defected goods.

18. QUALIFICATION OF BID

- i) Vendors will submit copies of registration with tax Authorities.
- ii) Vendors blacklisted by Government / Semi Government Organizations are not eligible to participate in tender process. Bidders not blacklisted will submit Declaration on Blacklisting by Government / Semi-Government Organizations to meet the requirement of eligibility on our Format (**Attachment # 2**).
- iii) Bidders will submit rates per copy all inclusive (taxes / all fees / all charges etc) on our Format (**Attachment # 3**).

[Type text]

- iv) Bidders will submit pay order of Rs.5,000/- earnest money (refundable) along with the bid.

19. EVALUATION OF BID

- i) Both rates per photocopy / print and photocopier quality / capacity (to be provided for photocopy / print services) along with all terms and conditions of tender will be considered for evaluation of bid.
- ii) The lowest evaluated bid will be accepted. The lowest evaluated bid does not refer to the lowest financial but the best bid in the interest of the institution.
- iii) Result of evaluation of bid will be communicated to all participating vendors.

Sd/-

(S. IQBAL AHMED)  
Head of Administration

Acceptance by the supplier

\_\_\_\_\_  
Name and Signature of authorized official of Bidder  
with official stamp

[Type text]

**Attachment - 2**

**DECLARATION**

We hereby declare that we were not ever blacklisted by Government / Semi Government Organization for any deviation of procedure / rules and quality of goods / services supplied to the organizations contesting in bid processes.

For ( Bidder Name )

---

Name and Signature of authorized Official of Bidder  
With official stamp

[Type text]

**Attachment - 3**

**Attachment # 3 : SUBMISSION OF TENDR (Financial Bid on Bidder letter head)**

**FOR PHOTOCOPY SERVICES**

SR. #	PER COPY RATE	Paper Size/ Paper Gram	RATE PER COPY EXCL. TAX	PER COPY TAX	RATE PER COPY INCL. TAX
			(RS.)	(RS.)	(RS.)
1	Per Photocopy	A4/70 Gms			
2	Per Photocopy	A4/80 Gms			
3	Per photocopy	A4/90 Gms			
4	Per Print	A4/70 Gms			
5	Per Print	A4/80 Gms			
6	Per Print	A4/90 Gms			
7	Per Color Copy	A4/70 Gms			
8	Per Color Copy	A4/80 Gms			
9	Per Color Copy	A4/90 Gms			
10	Per Print on rough paper	A4/70 Gms			

For ( Bidder Name )

\_\_\_\_\_  
Name and Signature of authorized Official of Bidder  
With official stamp

[Type text]