

**NATIONAL INVESTMENT TRUST LIMITED**

**TENDER NO. ADMN / 01 / 12**  
**DTD: OCTOBER 5, 2012**

**TENDER FOR SUPPLY OF NIT BRANDED PROMOTIONAL / GIVEAWAY ITEMS**

Sealed Tenders are invited **for supply of the following promotional / giveaway items** (strictly as per samples available for inspection) from suppliers registered with tax authorities:-

	<u>Quantity</u>
i) NIT Branded Mugs (Medium Size) (to be branded with NIT Logo)	1000
ii) NIT Branded Citizen's Desktop Calculator (CT-8855-V) with cell	1000
iii) NIT Branded Caps (as per available sample)	1000
iv) NIT Branded Chinese Calendar Keys (as per available sample)	1000

Tender Documents may be obtained free of cost from Administration Department, National Investment Trust Limited, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi on any working day (Monday to Friday) during office hours.

Tender Documents in sealed envelope duly marked "**Tender for NIT Branded Promotional Items**" as per terms and conditions laid down in the documents duly completed / stamped and signed by the authorized person along with pay order / draft of earnest money @ 3% of total Bid Value in favor of National Investment Trust Limited will be submitted at NIT Head Office (at above address) up to **25th October, 2012 at 11:00 a.m.** Tenders will be opened on **25th October, 2012 at 11:30 a.m.**

NIT reserves the right to cancel wholly / partly tender at any stage of the tendering process. Reasons thereof may be given against written request.

Thanking you,

Yours faithfully

(S. IQBAL AHMED)  
Head of Administration

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Head office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi



## NATIONAL INVESTMENT TRUST LIMITED

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### **TENDER FOR SUPPLY OF NIT BRANDED PROMOTIONAL / GIVEAWAY ITEMS**

#### **1. INTRODUCTION**

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.

#### **2. SPECIFICATIONS**

NIT invites Suppliers / Traders registered with tax authorities to supply ABOVE SPECIFIED NIT BRANDED PROMOTIONAL / GIVEAWAY ITEMS as per design(s) / quality matching NIT's approved sample available at NIT Head Office for inspection.

#### **3. TERMS & CONDITIONS**

- i) Tenders will be submitted at NIT Head Office, NBP Building, 6<sup>th</sup> Floor, I. I. Chundrigar Road, Karachi up to 25th October, 2012 at 11:00 a.m.
- ii) Tenders will be opened at NIT Head Office on same date i.e on 25th October, 2012 at 11:30 a.m in the presence of bidders and the same will be documented duly signed by the participants.
- iii) Supply of above specified NIT Branded Promotional / Giveaway Items will be made at NIT Head Office as per design / quality of approved samples meeting delivery timeline.
- iv) Rate (s) will be inclusive of all taxes, duties etc levied by the Government of Pakistan.
- v) Quotation will remain valid up to 90 days from the date of its opening.
- vi) Tenders once opened by the Committee will not be taken back by the participants.
- vii) During tender process, any change/ difference in Government duties, taxes or devaluation of Pak Rupees against Foreign Currency will be borne by the successful bidder.

- viii) Incomplete / Conditional Quotations will not be entertained. Cutting / Overwriting is not acceptable.
- ix) In case of deviation from design / specifications / quality, supply will be cancelled and earnest money will be forfeited.
- x) Bidders will submit declaration that they are not blacklisted by Government / Semi Government Organizations for any deviation from procedure / supply of defected goods.
- xi) In case, supplier does not supply as per design / quality of approved sample, job order will be cancelled and next vendor will be invited to supply Promotional / Giveaway Items as per quality / design of approved samples.

### **3. QUALIFICATION OF BID**

- i) Suppliers will submit copies of registration with tax Authorities.
- ii) Suppliers 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 Bid Value all inclusive (taxes / all fees / all charges etc) on Bill of Quantity (BOQ) on our Format (**Attachment # 3**).
- iv) Bidders will submit pay order / draft of earnest money @ 3% of total offered value (refundable) for supply of above specified NIT Branded Promotional / Giveaway Items as per approved samples.

### **4. EVALUATION OF BID**

- i) 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.
- ii) Result of evaluation of bid will be communicated to all participating vendors.

(S. IQBAL AHMED)  
Head of Administration

**Attachment # 1 : Covering Letter for Proposal Submission (on Bidder letter head)**

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

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

**SUB : TENDER FOR SUPPLY OF NIT BRANDED PROMOTIONAL /  
GIVEAWAY ITEMS**

Sir,

Having read / understood terms and conditions, qualification criteria, evaluation of bid criteria of Tender Documents Ref: # **ADMN / 01 / 12 dated October 5, 2012**, , we submit Tender for supply of NIT Branded Promotional / Giveaway Items duly signed / stamped in sealed envelope duly marked "**Tender for NIT Branded Promotional Items**".

NIT reserves the right to cancel wholly / partially tender at any stage of the tender process. Reasons thereof may be given against written request. 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 / Supplier

Name of Contact Person : \_\_\_\_\_

Office Phone / Mobile # : \_\_\_\_\_

Office Fax # : \_\_\_\_\_

We remain,

Yours sincerely

(Name and Signature of Authorized Signatory)

Encl : (detail )

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

**Attachment # 2 : Declaration on Blacklisting (on Bidder letter head)**

**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 supplied to the organizations contesting in bid processes.

For ( Bidder Name )

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

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

**FOR SUPPLY OF NIT BRANDED PROMOTIONAL / GIVEAWAY ITEMS**

SR. #	PRODUCT	QNTY	RATE PER UNIT	TAX PER UNIT	RATE PER UNIT INCL. TAX	TOTAL BID WITHOUT TAX	TOTAL TAX	TOTAL BID INCL. TAX
			(RS.)	(RS.)	(RS.)	(RS.)	(RS.)	(RS.)
1	NIT BRANDED MUGS	1000						
2	NIT BRANDED CITIZEN DESKTOP CALCULATOR	1000						
3	NIT BRANDED CAPS	1000						
4	NIT BRANDED CHINESE CALENDAR KEYS	1000						
5	OTHER CHARGES							

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TOTAL

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For ( Bidder Name )

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Name and Signature of authorized Official of Bidder  
With official stamp