



**TENDER FOR PURCHASE OF QTY (02)
UNBRANDED \BRANDED PCS AND QTY (02)
LAPTOPS AT NIT HEAD OFFICE, KARACHI**

NATIONAL INVESTMENT TRUST LIMITED

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1. INTRODUCTION

- 1.1** 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 22 NIT branches and over 100 distributor's branches.
- 1.2** Sealed Tenders are invited from established firms/companies registered with Sales Tax and Income Tax Departments for the procurement of Desktop Computers, Laptops as per specification, quantity and conditions mentioned in this document 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 all equipment and services, purchased against this Tender.
- 2.2** Selected bidder must ensure that the supplied equipment is 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.
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	9 January 2012 at 10.00 A.M
Bid Opening Date and Time	9 January 2012 at 10.30 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
E-mail	avpadmin@nit.com.pk
Fax:	021-32422719

4. TERMS AND CONDITIONS:

- 4.1.** The bidder should be registered with Sales Tax and Income Tax Department.
- 4.2.** Bid should be submitted in Pak Rupees only.
- 4.3.** Bidders may quote, if compliant with qualification criteria, for solution in Bill of Quantity (BOQ) Annex III, as per one of the following combinations:
 - 4.4.1** Procurement of Desktop Computers as per Annexure I
 - 4.4.2** Procurement of Branded Laptops as per Annexure II
 - 4.4.3** Combination of above (4.4.1, 4.4.2)
- 4.4.** Complete items against above mentioned bidding category should be included in bid submitted.
- 4.5.** Bidder firm has not been blacklisted by any Government/Semi Government organization.
- 4.6.** 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.
- 4.7.** Validity period of the bids shall be for at least 30 days.
- 4.8.** 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.
- 4.9.** Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications stipulated in this Tender.
- 4.10.** 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.
- 4.11.** The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision for the award of said tender.
- 4.12.** For this tender all updates/changes shall be communicated through email by NIT.
- 4.13.** Delivery and commissioning offer for all items is required to be executed by the bidder within two working days from the issue of purchase order.
- 4.14.** The delivery will be made at NIT Head Office, Karachi.
- 4.15.** The bidder must have office in Karachi and fully capable to provide maintenance support from this location.
- 4.16.** Bids submitted via email or fax will not be entertained.

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,II,) document completely filled, signed and stamped for identifying offered equipment.
 - 5.3.4.** Income Tax/GST certificate of the bidder.
 - 5.3.5.** Any other document required as per this tender document.
- 5.4.** Financial proposal should be marked ‘Financial proposal’ and contain bid price filled as per BOQ (Annexure III) as per specification given in Annex 1, II and bank draft for the earnest money.
- 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 IV.
- 5.7** Vendors who will not submit all required documents / information as per tender document and do not meet the qualification requirement will be declared as Non-Qualified Vendors.
- 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 financial bid will be accepted against each category as mentioned in paragraph 4.4

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 Desktop Pcs and laptop defined shall be paid after successful delivery and verification as per Bill of Quantity (BOQ) and invoice processing as per internal procedure.
- 7.3** All payments shall be made after deduction of 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 DESKTOP PC

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
1.1 Make	1.1.1 Unbranded / Branded				
1.2 Form Factor / height	1.2.1 Mini or Micro tower				
1.3 Processor	1.3.1 Intel® Core i3 / (2100) /133 Mhz				
1.4 Processor Speed	1.4.1 3.10 GHz				
1.6 Memory Installed	1.6.1 2 GB (1 x 2GB)				
	1.6.2 DDR3 SDRAM				
1.7 Hard Disk Drives	1.7.1 350 GB 7200 rpm SATA				
1.8 Optical Media	1.8.1 DVD Drive				
1.9 Network Interface:	1.9.1 Internal Gigabit Ethernet				
1.10 Power Supply	1.10.1 320 W Standard power supply				
1.11 OS Support:	1.11.1 Windows XP/7 Professional				
1.12 Operating System	1.12.1 DOS				
1.13 Peripherals	1.13.1 Keyboard, Mouse				
1.14 Intel Motherboard	1.14.1 DH61WW				
1.15 Display	1.15.1 18.5" LED Monitor				
1.16 Warranty	1.16.1 3 year comprehensive onsite warranty				

Note: Specification higher than above mentioned is also acceptable as per the options available in that brand.

ANNEXURE II: TECHNICAL SPECIFICATION FOR BRANDED LAPTOP

Product Features	Description	Compliance (Y/N)	Comments	Model	Reference Brochure
1.1 Make	1.1.1 Branded Acer Aspire 5749 or equivalent)				
1.2 Form Factor / height	1.2.1 laptop				
1.3 Processor	1.3.1 Intel® Core™ i3-2330 2nd generation SANDY BRIDGE Processor				
1.4 Processor Speed	1.4.1 2.20 GHz				
1.5 Intel® Smart Cache	1.5.1 3MB				
1.6 Memory Installed	1.7.1 2 GB				
	1.7.2 1333 MHz DDR3 SDRAM				
1.7 Hard Disk Drives	1.8.1 320 GB 7200 rpm SATA II				
1.8 Optical Media	1.9.1 DVD +/- RW Drive				
1.9 Network Interface	1.10.1 10/100/1000 Gigabit Ethernet				
	1.10.2 Wireless LAN 802.11b/g				
	1.10.3 Blue tooth				
1.10 I/O Ports	1.11.1 4 USB 2.0				
	1.11.2 1 VGA				
	1.11.3 1 Stereo microphone in				
	1.11.4 1 stereo headphone/line-out				
	1.11.5 Media Card Reader				
1.11 Battery	1.12.1 6-cell (47 WHr) Li-Ion				
1.12 OS Support:	1.13.1 Windows / XP/ 7 Professional				
1.13 Operating System	1.14.1 None				
1.14 Peripherals	1.15.1 Carrying Case				
1.15 Display	1.16.1 15.6" Crystal LED				
1.16 Warranty	1.17.1 1 year comprehensive Local warranty				

Note: Specification higher than above mentioned is also acceptable as per the options available in that brand

ANNEXURE III: BILL OF QUANTITY

Equipment Type	Quantity	Unit Price	Total Price
1. Desktop PCs (As per specifications in Annex 1)	02		
2. Branded Laptop (As per specifications in Annex II)	02		

ANNEXURE IV: 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 Income Tax Certificate / GST Certificate (Copy to be provided).
- 8.2 Completely Filled Bill of Quantity as per equipment quantity given under Annex III.
- 8.3 Holding gold / elite level partnership from manufacturer for supply of desktop systems.
- 8.4 For Laptop should be holding gold / elite level partnership or present letter from organization holding the same for supply of this order.
- 8.5 Proof of Company being in operation for at least 3 years in Pakistan in relevant business.
- 8.6 Compliance of the offered model / product with the specification mentioned in Technical Information. Annexure I and Annexure II completely filled signed and stamped to be included.
- 8.7 Offered equipment should be new and meet Tender technical specification.
- 8.8 Technical proposal documents be duly signed and stamped.