



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 02/14-15

RE-INVITATION TO BID

The Securities and Exchange Commission of Pakistan invites sealed tenders from well reputed firms/vendors registered with sales tax department (if applicable) and having national tax number (NTN) based in Pakistan for

“PHOTOCOPIER SERVICES AT KARACHI”

The relevant details plus terms and conditions may be obtained by visiting the SECP website: www.secp.gov.pk/Procurement.asp

The sealed bids must with 5 % earnest money of the total quoted cost must reach the undersigned through courier or may be dropped in the tender box at fourth floor of SLIC building # 2. Bids received through any other mode/addressed to any other person will not be entertained. The bids must be received before 1100Hrs, on September 16th, 2014, and will be opened on the same day at 1130Hrs.

**Sajjad Ahmed - Deputy Director
Administration Department**

State Life building # 2, 4th Floor Wallace Road-Karachi

Tel: 92-21-99213423-4

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 02 / 14-15.**
2. Bids are invited for **“PHOTOCOPIER SERVICES AT KARACHI”** through **SINGLE STAGE ONE ENVELOP METHOD**
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
State Life building # 2, 4th Floor Wallace Road,
Karachi
4. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
5. The bidders should be registered with income tax department or (NTN) and the Registration number must be mentioned in the quotation and a copy of Registration Certification (NTN) should be provided, along with contact person's name, designation, complete postal address, and telephone & Fax number(s).
6. Rates of the photo copier services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly photocopies will ranges between 60,000 to 70,000 numbers (approx.).
7. The successful bidder shall be providing at least two digital photocopier machines and one heavy duty (monochrome) network laser printer at SECP Office at Karachi.
8. Bidder shall quote (Lump sum) cost per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
9. The successful bidder shall be responsible for providing a machine operator deputed at SECP's Karachi office from 9:00am to 6:00pm (Monday to Friday).
10. Rates of the photocopier services shall remain valid throughout the contract/agreement period and contract/agreement may be extended for another one year or any period with mutual consent of the Commission and the successful bidder.
11. Bid validity will not be less than **120** days from the bidding/bid opening date.
12. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).
13. Tender should be accompanied with earnest money (refundable) for an amount equal to 5 % of the total quoted price (Inclusive of applicable Taxes) in shape of

either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan.

14. Earnest money calculation formulae is as under:

S. No.	Estimated Per Month Copies (A)	Offered rate inclusive all applicable taxes (B)	Total monthly charges (C)
1	70,000	xxxxxx	=70,000 x (B)
Earnest Money			=5% of (C)

15. Tender without earnest money will not be entertained and rejected straightway.

16. Earnest money of the successful bidder will only be retained. The language of the bid is English and alternative bids shall not be considered.

17. The Commission reserves the right to accept or reject any or all bids.

18. Proposal received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be accepted.

19. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP, Islamabad.

20. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

21. The proof of company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bid.

22. Discounts (if any) offered by the bidder shall be part of the bid

23. Detail of applicable taxes and whether included or not in the quoted price and breakup of quoted price shall be clearly mentioned.

24. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services, if selected and declared as best evaluated bidder.

25. The bids received after the due date and time will not be entertained. SECP reserves the right to reject and cancel all received bids at any time of the bidding process.

26. The earnest money of successful bidder will be retained and that of other bidders will be returned.

27. The envelopes shall bear the following additional identification marks:

- i. **Bid for:** "PHOTOCOPIER SERVICES AT KARACHI"
- ii. **Firm Name:** XYZ Firm
- iii. **Attention:** Admin. Dept., State Life building # 2, 4th Floor Wallace

28. The deadline for the submission of bids is:

Date: September 16th, 2014

Time: 1100 Hrs.

29. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

State Life building # 2, 4th Floor Wallace Road-Karachi

Date: September 16th 2014

Time: 11:30 Hrs

30. A statement **"Do Not Open Before 1130Hrs on September 16th, 2014)"** shall be clearly mentioned on the top of the sealed bid.

31. Evaluation Criteria of Bid will be as under:

a.	Technical Evaluation		40%
	Corporate setup	10	
	Experience with corporate/public sector similar projects (provide references/PO copy with contact details)	15	
	Past Experience with Commission	15	
b.	Financial Evaluation		60%
	With reference to quoted price of photocopying services per page		

32. Bids received after the due date and time will not be entertained