



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 24/13-14

INVITATION TO BIDS

The Securities and Exchange Commission of Pakistan invites sealed tenders from the principal's authorized dealers based in Pakistan and registered with sales tax department, having national tax number (NTN) for following:

Renewal of SharePoint License (Software Assurance)

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/procurement.asp

Sealed bid with 5% earnest of the total quoted cost for each required renewal/items, must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The tenders must be received on June 18, 2014, by 1500 Hrs and will be opened on the same day at 1530 Hrs.

M. Ubaidullah Khalid – Assistant Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 107

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 24 / 13-14.**
2. Bids are invited for “**Renewal of SharePoint License (software Assurance)**” through **SINGLE STAGE ONE ENVELOP METHOD**
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
4. Relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website:
www.secp.gov.pk/procurement.asp
5. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP’s decision will be final and binding in all matters relating to this tender.
6. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
7. The bid validity period shall be 150 days.
8. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** The tenders not accompanied by earnest money or with less amount of earnest money will not be entertained.
9. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP,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.
10. 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.
11. The language of the bid is English and alternative bids shall not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
13. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.

14. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
15. Discounts (if any) offered by the bidder shall be part of the bid.
16. The interested firm/company must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year and proof of company as legal entity.
17. The proof of firm/company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bids.
18. Comprehensive warranty & onsite Support for mentioned years shall be given at Islamabad, Karachi, Lahore, Multan, Sukkur, Faisalabad, Peshawar, and Quetta Offices (if applicable).
19. All software based items contains installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
20. The equipment/renewals supplied/provided must be duty paid in respect of all applied duties and taxes.
21. The quantities required may vary according to SECP requirement.
22. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment delivered.
23. Copy of valid authorized Tier One partnership from the principal is to be submitted with the bid.
24. Licenses renewal time shall be maximum 1-2 weeks from the date of the order.
25. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment delivered.
26. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
27. Clarification if any on the technical requirement may be obtained from:
 - ubaidullah.khalid@secp.gov.pk
28. The earnest money of successful tenders will be retained and that of other bidders will be returned.
29. Bid qualifying all requirement and quoting lowest cost will be selected.
30. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

Bid for: "Renewal of SharePoint License (software Assurance)"
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

32. The deadline for the submission of bids is:

Date: June 18, 2014

Time: 1500 Hrs

33. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: June 18, 2014
Time: 1530 Hrs

34. A statement "**Not to be opened before 1530 Hrs on June 18, 2014**" shall be clearly mentioned on the top of the sealed bid.

35. The bids received after the due date and time will not be entertained.

36. Successful bidder will have to sign a legal agreement with the Commission initially for the period mentioned and extendable to any period mutually agreed of same financial value. However, in case if legal agreement is not signed then Purchase Order issue to the successful bidder will be considered as legal binding on both parties.

37. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly.

Note:

- **The attachment details are as under**

1. Terms of Reference

Annex "A"

2. Details of Legal Agreement

Annex "B"

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference

The Commission intends to invite quotation for **Renewal of SharePoint License (Software Assurance)** with details as under:

SharePoint Server Software Assurance (SA) Renewal		
Software Name	Version	Quantity
Project Server (Software SA Renewal)	2013	1
Project Server - User CAL (Software SA Renewal)	2013	5
SharePoint Server (Software SA Renewal)	2013	1
SharePoint Server Enterprise CAL - User CAL (Software SA Renewal)	2013	5
SharePoint Server Standard CAL - User CAL (Software SA Renewal)	2013	5

Note: Breakup of offered price with detail of taxes shall be provided. In case bid does not reflect detail of any taxes embedded in the offered price or does not explicitly mention whether bid is inclusive or exclusive (with detail and value of the tax) of applicable taxes, then it will be considered inclusive of all applicable taxes and bidder, if considered as best evaluated bidder, will have to provide the renewals on the winning price declared by SECP. In case bidder fails to renew the required licenses on declared winning price, then earnest money will be forfeited in favor of SECP and contract for renewal will be awarded to the next highest bidder.

Legal Agreement Details

Contract will be signed with the selected vendor which must cover at least the following:

- 02 x copies of the contract should be submitted to SECP.
- First page of the contract should be on a legal stamp paper of worth Rs.100/-.
- Contract should mention the response time for support.
- Contract should also mention the escalation matrix for support.
- Terms of support contract w.r.t problem resolution.
- Coverage of firmware/software upgrades for all above devices.