



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 13/14-15**

### **RE-INVITATION TO BID**

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

### **Supply of High End Scanners**

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](http://www.secp.gov.pk/procurement.asp)

Sealed bid with 5% earnest of the total quoted cost 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 **April 02, 2015**, 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 # 13 / 14-15.**
2. **Bids are invited for “Supply of High End Scanners” 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](http://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 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. Bidder 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.
17. Bidder shall submit an affidavit that concerned is not blacklisted by any organization with the bids.
18. Comprehensive warranty & onsite Support must be mentioned.
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 supplied/provided must be duty paid in respect of all applied duties and taxes.
21. The quantities required may increase/decrease 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. Bidder must be authorized distributor/dealer/partner of the quoted item in the bid.
24. 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.
25. Clarification if any on the technical requirement may be obtained from:
  - o [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
26. The earnest money of successful tenders will be retained and that of other bidders will be returned.
27. Evaluation Criteria to evaluate bids will be as under:
  - a. Technical                      60%
  - b. Financial                        40%

Technical Evaluation Details are as under:

ADF Support	MUST	MUST
Resolution	Up to 600 dpi Optical	20
Bit Depth	48-bit	15
Duty Cycle	5,000 pages	10
Preview	Up to 4 sec	10
Scan File Format:	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT,	10

	XML, XPS, HTML, OPF, JPG, BMP, PNG	
ADF Speed	Up to 50 ppm/100 ipm (b&w, gray, color, 200 dpi)	15
Delivery Time	02 Weeks	10
Warranty	01 Year comprehensive warranty	10

28. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
29. The place of destination is: **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
30. The envelopes shall bear the following additional identification marks:

**Bid for:** "Supply of High End Scanners"  
**Firm Name:** XYZ Firm  
**Attention:** **M. Ubaidullah Khalid**  
Assistant Director, Admin, 4th Floor  
NICL Building, 63 Jinnah Avenue  
Blue Area, Islamabad

31. The deadline for the submission of bids is:  
**Date: April 02, 2015**  
Time: 1500 Hrs

32. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad  
**Date: April 02, 2015**  
Time: 1530 Hrs

33. A statement "Not to be opened before 1530 Hrs on **April 02, 2015**" shall be clearly mentioned on the top of the sealed bid.
34. The bids received after the due date and time will not be entertained.
35. 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"**

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

**Terms of Reference****Required Quantity =02**

<b>Technical Specifications for High-end Scanners</b>	
Scanner Type:	FlatBed with ADF, DUPLEX (Color Scanner)
Scan Resolution:	Up to 600 x 600 dpi Hardware, Up to 600 dpi Optical
Digital sending features:	Scan to folder, scan to email, scan to copy, scan to application, OCR
Bit Depth:	48 bit
Levels of grayscale:	256
ADF Capacity:	200 sheets standard
Multi-feed detection:	Yes, ultrasonic
Scan Speed ADF:	(A4/Letter): Up to 50 ppm/100 ipm (b&w, color, grayscale)
Scan size, maximum (flatbed):	11.7 x 17 in
Scan size, maximum (ADF):	11.7 x 34 in
Duty Cycle:	5,000 pages
Preview scan speed:	Up to 4 sec
Operating System compatibility	All versions of Windows operating systems
<b>Scan Media Types:</b>	
Scan file format:	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG
Others:	Paper (plain, inkjet, photo), envelopes, cards (business, plastic), 3-D objects Enlargement Range: 1 to 999% in 1% increments. Standard Connectivity: 1 Hi-Speed USB 2.0 or greater Scanner Advanced Features: Image enhancements such as blank page removal, crop, orientation, barcode detection, batch separation, document merge, Precision Feed technology