



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 01/13-14**

### **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 FOR THE YEAR 2013-14”**

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

The sealed bids must reach the undersigned through courier or may be dropped in the tender box at fourth floor of SLIC building # 2. Tenders received through any other mode/addressed to any other person will not be entertained. The tenders must be received before 1100Hrs, on July 29<sup>th</sup>, 2013 and will be opened on the same day at 1130Hrs.

#### **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 # 01 / 13-14.**
- 2. Bids are invited for “PHOTOCOPIER SERVICES FOR THE YEAR 2013-14” 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 i.e. (2013-14) and contract/agreement may be extended for next one to two years 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 2% 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. Tender without Security bid will not be entertained and rejected straightway.
15. The language of the bid is English and alternative bids shall not be considered.
16. The Commission reserves the right to accept or reject any or all bids.
17. Proposal received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be accepted.

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

- i. **Bid for:** "PHOTOCOPIER SERVICES FOR THE YEAR 2013-14"
- ii. **Firm Name:** XYZ Firm
- iii. **Attention:** Admin. Dept., State Life building # 2, 4th Floor Wallace Road-Karachi

19. The deadline for the submission of bids is:

**Date: July 29<sup>th</sup> 2013**

Time: 1100 Hrs.

20. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**

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

**Date: July 29<sup>th</sup>, 2013**

Time: 11:30 Hrs

21. A statement "**Do Not Open Before 1130Hrs on July 29<sup>th</sup> , 2013**)" shall be clearly mentioned on the top of the sealed bid.

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