



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 05/13-14

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed tenders from well reputed and authorized partners/dealers/ distributors registered with sales tax department and having national tax number (NTN) based in Pakistan for

“PROCUREMENT OF LAPTOPS”

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

The sealed bids with 2% 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 September 17, 2013, by 11:00 AM and will be opened on the same day at 11:30 AM.

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 # 05 / 13-14.**
2. Bids are invited for “**PROCUREMENT OF LAPTOPS**” 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 2% 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 If the tender is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP,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 1 years 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. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the tender.
19. 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.
20. The earnest money of successful tenders will be retained and that of other bidders will be returned.
21. Performance Guarantee equal to 10% of Purchase Order value, in the shape of demand draft or pay order in favor of SECP will be required by the successful supplier/firm. Performance Guarantee will remain valid up to completion of the warranty period. Moreover, on deposit of Performance Guarantee with SECP, earnest money of the successful bidder will be returned.
22. If the successful bidder fails to maintain the specifications (quality/quantity) of the supplies then their performance guarantee will be forfeited in favor of the Commission.
23. If successful bidder fails to make in time warranty claims during the warranty period, then 1% of the total value of the purchase order per week till receipt of laptop under warranty, will be deducted from the performance guarantee.
24. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
25. The envelopes shall bear the following additional identification marks:

Bid for: "PROCUREMENT OF LAPTOPS"
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

26. The deadline for the submission of bids is:
Date: September 17, 2013
Time: 11:00 AM

27. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,

Islamabad

Date: September 17, 2013

Time: 11:30 AM

28. A statement **“Not to be opened before 11:30 AM on September 17, 2013”** shall be clearly mentioned on the top of the sealed bid.
29. The bids received after the due date and time will not be entertained.
30. 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

Specifications for Laptops (Quantity Required =08)

S. No.	Specification Description	
a)	Operating System	Windows 8 64 bit
b)	Processor	Intel core i5 3 rd generation 64 bit
c)	RAM	4 GB
d)	Hard Disk	500GB 5400 rpm
e)	DVD Drive	RW
f)	Display	14 inch
g)	Camera	Integrated HD Camera
h)	Network Interface	10/100/1000
i)	Wireless	Wireless LAN Adaptor
a)	Ports	4 USB 3 ports, 1 HDMI, 1 Ethernet, 1 Printer
b)	Battery	6 Cell Battery
a)	Warranty	01 or 04 years comprehensive warranty
b)	Case	Good Quality carry case / laptop bag

Note: Models of equivalent specification may be quoted

Rates Required:

1. Rate for laptop(s) **for 01 year comprehensive warranty** for each laptop

S. No.	Rate Description	Rate	Remarks
a)	Rate Without Taxes per laptop	?	
b)	Rate with Taxes per laptop	?	
c)	Total Offered Price of Laptops (Qty=08)	?	

2. Rate for laptop(s) **for 04 years comprehensive warranty** for each laptop

S. No.	Rate Description	Rate	Remarks
a)	Rate Without Taxes per laptop	?	
b)	Rate with Taxes per laptop	?	
c)	Total Offered Price of Laptops (Qty=08)	?	

Note:

- i. Tax included in the above required rate must be mentioned.
- ii. Quantity of the laptops may increase or decrease.
- iii. Earnest Money should be 2% of the total highest offered price (in 1.(c) or 2(c)) and not of unit rate.
- iv. Selected Supplier will have to deliver the laptop(s) in Head Office Islamabad and Commission will pay no extra cost for it.