



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 02/15-16

INVITATION TO BID

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

END TO END REPLACEMENT SOLUTION FOR EXISTING CENTERA HARDWARE/SOFTWARE WITH COMPLETE SUPPORT AND WARRANTY

Pre Bid Meeting: In order to obtain full understanding of the TORs/requirement, a meeting of the bidders is scheduled on **August 04, 2015 at 1000 Hrs** at SECP Head Office. Those who wish to attend/ participate should inform the undersigned.

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 technical bids (only) for mentioned requirement must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. Bids must be received on **August 12, 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 # 02 / 15-16**
2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
3. Bids are invited for “**END TO END REPLACEMENT SOLUTION FOR EXISTING CENTERA HARDWARE/SOFTWARE WITH COMPLETE SUPPORT AND WARRANTY**” through **TWO STAGE BIDDING PROCEDURE.**
4. **Methodology Brief of Two Stage Bidding Procedure**
 - a. **First Stage:**
 - i. The bidders shall first submit, according to the required specifications, a technical Bid without price, which shall be publically opened.
 - ii. This technical bid shall be evaluated in accordance with the specified evaluation criteria and the bids not meeting the criteria will be rejected.
 - b. **Second Stage:**
 - i. The bidders, whose technical bids have not been rejected, shall be invited to submit financial bid. Sufficient time will be allowed to the bidders to prepare their financial.
 - ii. This financial Bid will be opened at a time, date and venue announced and communicated to the bidders in advance.
 - iii. The technical bid and the financial bid will be evaluated.
 - iv. The bid found to be the best evaluated bid shall only be accepted.
5. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website:
www.secp.gov.pk/procurement.asp
6. 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.
7. **Pre Bid Meeting:** In order to obtain full understanding of the TORs, a meeting of the bidders is scheduled on **August 04, 2015** at 1000 Hrs at SECP Head Office. Those who wish to attend/ participate should inform the undersigned.
8. Clarification if any on the technical requirement may also be obtained by sending an email to wafid.zaheer@secp.gov.pk till **August 04, 2015** (before pre-bid meeting).

Clarification requests received after pre-bid meeting will not be entertained.

9. The clarifications issued in respect of all queries (through email and during pre-bid meeting) will be uploaded on SECP Website by **August 05, 2015.**
10. The bid validity period shall be 150 days.
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 amount of the financial bid and earnest money shall be in **Pak Rupees.**
14. If the financial 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.
15. The financial 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.** Bids not accompanied by earnest money will not be entertained.
16. The earnest money of successful bidder will be retained and that of other bidders will be returned.
17. 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 bids will not be entertained and may disqualify the original offer resulting of forfeiture of earnest money in favor of SECP.
18. 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.
19. Discounts (if any) offered by the bidder shall be part of the bid.
20. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
21. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
22. The quantities required may vary according to SECP requirement.
23. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with 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. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**

26. Bids received will be evaluated as per technical evaluation criteria given in the TORs.

27. The place of bid destination is **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

Bid for : **“END TO END REPLACEMENT SOLUTION
FOR EXISTING CENTERA
HARDWARE/SOFTWARE WITH COMPLETE
SUPPORT AND WARRANTY”**

Bidder Name : XYZ

Attention : Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

29. The deadline for the submission of bids is:

Date: August 12, 2015

Time: 1500Hrs

30. The bid opening shall take place at:

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

Date: August 12, 2015

Time: 1530Hrs

31. A statement **“Not to be opened before 1530 Hrs on August 12, 2015”** shall be clearly mentioned on the top of the sealed bid.

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

33. 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 invitation.

34. 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.

35. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.

36. The SECP reserves the right to amend/change/revise the TORs of invitation 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

PURPOSE:

This is a Request for Proposal (RFP) to solicit sealed proposals to select, procure, install, configure, migrate and manage a **replacement/upgrade solution for document archiving system**. The Commission may enter into a contract to have the selected bidder perform the entire project on turnkey basis. TOR's provide details on what is required to submit a Proposal for the work, how the Commission will evaluate the Proposal and what will be required by the Contractor in performing the work.

BACKGROUND:

The Securities and Exchange Commission of Pakistan (SECP) is a government agency whose purpose is to develop a modern and efficient corporate sector and a capital market based on sound regulatory principles, in order to foster economic growth and prosperity in Pakistan. SECP consists of a Main Head Office, located in NICL Building Blue Area, Islamabad with its eight branch offices across the country which include Peshawar, Islamabad, Lahore, Faisalabad, Multan, Sukkur, Karachi and Quetta.

Information Systems and Technology Department (IS&TD) at SECP provides information technology leadership, to build the Commission's information technology infrastructure and effectively participate in making it a modern and efficient regulator. The Department strives to expand technology support to create the information technology environment that the Commission needs in order to achieve its mission and vision. To be successful in this role, IS&TD has been developing broad based partnerships throughout the organization and beyond, even reaching out to the outside stakeholders. In short, IS&TD's mission is to be the technology partner for all the members of the SECP community.

PROJECT OBJECTIVES:

The main objective is to acquire a replacement of upgrade solution for SECP's existing document archiving system. Following requirements depict the expectations from the bidder:

- Acquire a replacement or upgrade for document archiving system for Head Office and Disaster Recovery Centre (DRC), situated at Islamabad and Lahore respectively.
- Migrate data from existing archiving solution deployed at Head office Islamabad and DRC Lahore to the new/ offered solution.
- Assure data integrity after migration (preferably from an independent 3rd party).
- Maintain and support the hardware and software after the expiry of initial warranty and support.

EXISTING SYSTEM:

Existing archiving system deployed at SECP Head office and DRC Islamabad is an EMC based solution and consists of a pair of EMC Centera Gen4LP, hardware and software. Centera is a networked storage system to store and provide fast, easy access to fixed content (information in its final form). Data is archived / retrieved via **EMC CTA** that creates stub file at NAS shares in place of the actual data/file.

EMC Centera features WORM (write once, ready many) attributes of non-rewrite ability and non-erase ability. With C-clip technology, any object presented to the system is stored in such a ways that it is unchangeable, authenticated and transparent to the end-user application.

Centera is built upon Redundant Array of Independent Nodes (RAIN) architecture. There are 08 such nodes at each location (Primary and DR site) with 4 X 750GB SATA disk drives installed in each node.

Following are the technical specification of the existing solution.

Primary Site Current Solution Technical Specifications	
Product	EMC Centera Gen4LP
Serial Number	CK200081100085
Node Model	100-580-539 A11
Edition	Governance Edition
Product Detail	8 Nodes with 2.7TB Native Capacity per Node ~ 23TB RAW capacity ~9.7 TB usable capacity ~7TB Current Used Capacity 32 NLSAS disks installed (each with 750GB capacity) Nodes are configured as RAIN Configurable Retention Policies single-instance storage
Software Detail	CentraStar 4.2.1-4184-0-1
Data Nature	IBM Content Manager (CM) Contents (XFDL attachments), Document Files, PDF Files, etc.
Other	<ul style="list-style-type: none"> ▪ Native Replication solution between Primary and DR Centera ▪ Single Instance Support /Deduplication Supported
Archiver	EMC CTA Physical Appliance (7.5b220)
DR Site Current Solution Technical Specifications	
Product	EMC Centera Gen4LP
Serial Number	CK200081100087
Node Model	100-580-539 A11
Edition	Governance Edition
Product Detail	8 Nodes with 2.7TB Native Capacity per Node ~ 23TB RAW capacity ~9.7 TB usable capacity ~7TB Current Used Capacity 32 NLSAS disks installed (each with 750GB capacity) Nodes are configured as RAIN Configurable Retention Policies single-instance storage
Software Detail	CentraStar 4.2.1-4184-0-1
Data Nature	IBM Content Manager (CM) Contents (XFDL attachments), Document Files, PDF Files, etc.
Other	Native Replication solution between Primary and DR Centera Single Instance Support /Deduplication Supported
Archiver	EMC CTA Physical Appliance (7.5b220)

REQUIRED SYSTEM:

Storage Replacement / Upgrade Technical Requirements

Interested parties are required to submit comprehensive, end-to-end **separate** technical and financial proposals for upgrade/ replacement of current EMC Centera storage solution for both primary and DRC sites of SECP with minimum following requirements.

Technical Specifications		Requirement
Storage	24 TB usable Space	MUST
Sites	Primary (Head office- Islamabad) and DRC (Lahore)	MUST
Warranty	05 years Comprehensive Support and Warranty	MUST
Power	Redundant power supplies for the equipment	MUST
Compression	Support for Data Compression & Deduplication	MUST
Retention	Data Retention Policies	MUST
Replication	Support for Replication (with Compression enabled) with Disaster Recovery Site Archiving Solution	MUST
Data Migration	Migration of existing data from EMC Centera to the new/ proposed solution with integrity check and verification	MUST
Archiver	To replace or Upgrader EMC CTA	Must
Partnership	Must be Enterprise/Gold/Tier-1 partnership level with Manufacturer	20
Drive Option	15K RPM SAS Drives with 6Gbps backplane or above	10
Integration Support	Integration with EMC Recover point (already in place) for replication	10
Delivery Time	06-08 weeks	10
Presence	Local presence at Islamabad and Lahore sites	10
Training	Formal training for four (04) SECP resources	10
References	At least two references of customers with similar deployment	10

EVALUATION CRITERIA:

Technical	60%
Financial	40%
Total	100%

STRICT REQUIREMENTS:

The proposals **MUST** also cover the following areas:

1. Post-migration data Integrity validation check though the use of automated tools.
2. Mentioned solution product lifecycle covering at least the following:
 - a. End-of-Sale
 - b. End-of-Life
 - c. End-of-Service Life
3. Archiver detail (Physical Appliance/ Software/ Virtual Machine).
4. Redundancy/ protection level (Node level/ Disk level).
5. Post warranty support/ maintenance cost of the complete solution (hardware and software) at both primary and DR site.

SCOPE OF WORK:

Following services are required from successful participant:

IMPLEMENTATION:

1. Plan, Design and Implement, migrate and verify the deployment of offered document archiving solution.
2. Configure and verify Replication between HO and DRC.
3. Successful failover and failback test run of the solution.

BID SUBMISSION:

- Post bid Technical meetings for the endorsement of technical details may be requested by SECP.
- Bids should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics.
- Each page of the bid should state the name of the bidder, the tender name, and the page number.
- To facilitate comparison of bids, bidders must submit bids in a format that corresponds to the following:
 1. Bid Cover Sheet- signed by an officer of the company
 2. Bids must include a table of contents listing all sections:
 - a. Section 1: Introduction and general information about the bidder (including years in business)
 - b. Section 2: Staffing and technical manpower with experience and qualification
 - c. Section 3: Support Matrix, escalation matrix
 - d. Section 4: Existing Clients along contact numbers
 - e. Section 5: List company's financials

GENERAL QUESTIONS:

All relevant questions must have a response, each response must begin with the original question, and the questions must be in the original order. Each question needs a response of one (1) page or less. A page is considered to be a single side of a page with 1" margins (top, bottom, right, and left), single spaced, and a font size no smaller than 12 points. Responses exceeding the page limit risk having any additional information may be ignored. All relevant information must be included within the response. The use of references or links to additional information to circumvent the page limit may be ignored.

1. Offsite DR: Describe your solution's ability to replicate data to an offsite location used for disaster recovery (DR).

2. Onsite Installation: Supplier will be responsible for onsite installation and migration of existing services. Cost of installation and migration must be included in the solution's total cost.

OTHER TERMS & CONDITIONS:

- Comprehensive warranty & Onsite Support for three (05) years shall be given for all CPE (Client Premises Equipment).
- Service provider must have a call center with 24x7x365 availability and a UAN for complaint logging and escalation.
- Equipment delivery time must be within 4-6 weeks from the date of the order.
- Exact timelines of all activities must be clearly mentioned in the proposal.