



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 01/14-15

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed firms/vendors registered with sales tax department and having national tax number (NTN) based in Pakistan for

“SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS”

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 along with 5% earnest money of the total quoted cost, must reach the undersigned through courier or may be dropped in the tender box on below address. Bids must be received before **1500 Hrs, on September 08, 2014** and will be opened on the same day at **1530 Hrs.**

Sajjad Ahmed –Deputy Director
(Administration Department)
State Life building # 2, 4th Floor Wallace Road-Karachi
(Administration Department)
Tel: 92-21-99213423-4

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 01 / 14-15.**
2. Bids are invited for **“SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS”** through **SINGLE STAGE ONE ENVELOP METHOD**, for two years.
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan

State Life building # 2, 4th Floor Wallace Road

Karachi

4. The 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. Bid Validity period should be 150 days. The amount of the bid and earnest money shall be in Pak Rupees. Bids should be accompanied with 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 06 months in favor of **Securities and Exchange Commission of Pakistan, State Life building # 2, 4th Floor Wallace Road-Karachi**. Bids not accompanied by Earnest Money or with less amount of Earnest Money may not be entertained.
6. **If a supplier wishes to bid for items in more than one category then earnest money as described in the bidding document must be submitted.**
7. Earnest Money of successful bids/bidders will alone be retained and that of the rest will be returned.
8. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the Earnest Money will be forfeited in favor of the SECP, Karachi.
9. 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.
10. The language of the bid is English and alternative bids shall not be considered.
11. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
12. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bid will not be entertained and may disqualify the original offer.

13. Prices quoted shall correspond to 100% of the requirements specified.
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. Interested firms should 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 years and proof of company as legal entity.
16. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
17. Copy of authorized agency / partnership / dealership / distributorship certificate from their Principals is to be submitted with the Bid. (if applicable)
18. For supply of toners following shall be taken into consideration:
 - a. Interested firms are required to provide letter of authorization stating that interested firm is their sole /authorized partner / dealer / distributor.
 - b. Principal Manufacturer presence in Pakistan with offices and after sales support. Details of offices and contact details are required.
 - c. Warranty backed by Principal Manufacturer having its existence in Pakistan, Certificate of Warranty is required.
 - d. The brand should have ISO 9001:2008 and ISO 14001:2004 Quality Certification and ISO O19752 and ISO 19798 Yield certifications (All certifications required in English Language)
 - e. Brand New Toner Replacement with Faulty Toner Replacement subject to any fault covering Print Quality, leakage and performance despite a 50% Usage.
 - f. Refilled, refurbished and Counterfeit products are not acceptable
 - g. Letter Required from Principal Manufacturer that subject to usage of their product the hardware gets faulty, the necessary repair and faulty components replacement would be their responsibility.
19. List of Clients (foreign/local), office location, company profit, methodology, previous experiences with the firm(s) should be provided.
20. 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 / received.
21. Place of destination is: **Securities and Exchange Commission of Pakistan**, State Life building # 2, 4th Floor Wallace Road-Karachi.
22. The envelopes shall bear the following additional identification marks:

Bid for: "SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS
ITEMS"

Firm Name: XYZ Firm

Attention: Deputy Director/Admin, State Life building # 2, 4th Floor
Wallace Road-Karachi

23. The deadline for the submission of bids is: September 08, 2014

Time: 1500 Hrs.

24. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
State Life building # 2, 4th Floor Wallace Road
Karachi
September 08, 2014
Time: 1530 Hrs

25. A statement **“Do Not Open Before 1530Hrs on September 08, 2014)”** shall be clearly mentioned on the top of the sealed bid.

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

27. Order of Supply of stationery, toners and miscellaneous items shall be placed as per monthly requirement(s) which may vary from time to time.

28. Stationery, toners and miscellaneous items shall be supplied strictly in accordance with approved samples i.e. quality, brand and measurement etc.

29. Successful bidder would sign an agreement for supply of selected items initially for two years which may be extended for another year or any term mutually agreed between SECP and the successful bidder.

30. Maximum supply time of ordered items will be five days after the receipt of purchase order, however, right to modify/extend supply period remains with the Administration Department.

31. Payments will be processed after receipt of complete supplies.

32. **Rate Revision:** SECP may revise rates of required items due to inflation / exchange rate fluctuation on quarterly basis (if deemed appropriate), keeping in view the market situation at that time. However, only the Administration Department of SECP will have the power to approve revised rate, and if revision in rate is not approved, then selected firm/contractor will have to supply the items at agreed rates and if, selected firm/supplier fails to provide any ordered item then that item(s) will be purchased from second source/open market and difference of cost will be charged to the selected firm/contractor. In case, exchange rate fluctuation is below or equal to 5% then effect of increase will be borne by the supplier and if exchange rate fluctuation is above 5% then actual percentage increase above 5%, will borne by the SECP.

33. **Performance Guarantee:** An amount **equivalent to 10% of each Purchase Order value** issued in favor of any firm, will be considered as performance guarantee.

- a. In case concerned supplier fails to supply ordered items within given time then a penalty equivalent to 1% of the PO value per week will be imposed and deducted from the invoice/payable amount.
- b. In case any supplier fails to provide any ordered item(s) within delivery time and also regrets to supply the same, such item(s) will be purchased from second source/open market and difference of cost will be charged to the selected supplier and deducted from the payables.

34. The right to accept or reject any offer without assigning any reason is hereby reserved by the Commission. The decision of the Commission would be final and binding on all matters relating to this tender.

35. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part supplies offered and bidders should supply the same at the rates finalized between the contractor and the Commission.

36. The Commission reserves the right to relax any condition of the bidding document as per its requirement.

Note:

a. **Attachment Details are as under**

B. List of Stationery Items	Annex "A"
C. List of Toners	Annex "B"
D. List of Miscellaneous Items	Annex "C"
E. Bid Declaration Form	Annex "D"

- b. Required stationery items are selected on the basis of required quality w.r.t its use within the organization. However, if any firm/supplier wants to bid for any equivalent / better quality item then it may do so, provided that samples are submitted with the bid. **Samples of all the required items are to be provided along with the bid, failing which bid may not be entertained.**
- c. Detail of taxes included in unit price w.r.t to percentage and breakup must be given.
- d. If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

Annex "A"

RATES REQUIRED OF STATIONERY ITEMS

S.No.	Item Description	Unit	Unit Rate exclusive of all applicable taxes	Unit Rate inclusive of all applicable taxes
1	Attendance Register No.1 Tayyaba	Each		
2	Ball Liner Uniball eye 150	Each		
3	Ball Pen Signo fine (Imported)	Each		
4	Ball Pen Dollar Clipper	Each		
5	Ball Pen Dollar Memo	Each		
6	Ball Liner Pointer Dollar 0.3mm	Each		
7	Binder clip large 32 mm Horizon	Dozen		
8	Binder clip med. 25 mm Horizon	Dozen		
9	Binder Clip Small 19 mm Horizon	Dozen		
10	Binder clips XL 51mm for 200 or more sheets	Dozen		
11	Binding Plastic Sheet Ibico 18,mm (Imported Packing)	Pkt		
12	Binding Tape (Cloth Tape) 2-1/2" Deer Brand	Each		
13	Box File Exclusive (best quality)	Each		
14	Calculator CASIO DJ-120 TW 100 Step China Top Quality	Each		
15	Calculator CASIO MJ-120 TW, 100 Step China Top Quality	Each		
16	Card Sheet (White and different Color) 22X28 Fine Quality	Each		
17	Clip File A4 Size plastic Transparent front Bili China	Each		
18	Clip File Legal Size plastic Transparent front Bili China	Each		
19	Colors Pad Pronoti 5-colors (Flages)	Pkt		
20	Cutter Blade only for Paper Cutter 1" (in Knife)	Each		
21	Dak Folder (superior Rexene) with golden corner as per Sample	Each		
22	Dispatch Register No.6 Tayyaba	Each		
23	Drafting pad large ruled 60 sheet Venus	Each		
24	Drafting pad small ruled 60 sheet Venus	Each		
25	Engagement/Meeting Stand Transparent Superior (Glass Made)	Each		
26	Envelop White VRG A-4 Size 80grm Imported	Each		
27	Envelop White VRG A-4 Size 80grm Imported with printing -as per sample	Each		
28	Envelop White VRG File Size 80grm Imported	Each		
29	Envelop White VRG File Size 80grm Imported with printing -as per sample	Each		
30	Envelops Khaki best quality File Size (80 gram)	Each		
31	Envelops Khaki best quality A-4 size (80 gram)	Each		
32	Envelops white 9 x 4 [80 gram paper VRG (imported)]	Each		
33	Envelops white 9 x 4 [80 gram paper VRG (imported)]with printing - as per sample	Each		
34	Envelops White File Size (Cloth inner)	Each		
35	File Covers superior card thick with printing (as per sample)	Each		
36	File Flapper Rexene 2" (White/Black)	Each		

37	File Folder Alflah F-119 (Green)	Each		
38	File tag superior quality 6" & 4 " white with Punch	Bundle		
39	Fluid Pen Uni Correction Pen Mitsubishi Japan	Each		
40	Gum (05) only Nafes	Bottle		
41	Glue Stick Dollar Medium size 20 gram	Each		
42	Glue Stick (Rabbit/Aomus) Medium size 21 gram	Each		
43	Highlighter Pelikan	Each		
44	Highlighter Dollar 90	Each		
45	Heavy Duty Punch 2 Hole-KW-9550	Each		
46	Heavy Duty Stapler MAX -Japan 12N17	Each		
47	Imported 80 gms (Double-A), A-4 size 500 sheets Thailand	Ream		
48	Imported 80 gms (Paper One), A-4 size 500 sheets Indonesia.	Ream		
49	Local Pape 80 gms (Copymate), A-4 size 500 sheets	Ream		
50	Imported 80 gms (Lucky Boss), A-4 size 500 sheets Indonesia.	Ream		
51	Imported Paper (80 grams) Nippon 500 sheets (Legal Size)	Ream		
52	Imported Paper 80 gms (HP), A-4 size 500 sheets.	Ream		
53	Conqueror Paper 500 Sheets imported	Ream		
54	In/Out File Tray 2-step Exclusive	Pair		
55	Ink dollar 60 ML	Each		
56	Lead Pencil Goldfish Autocrat HB-5000	Dozen		
57	Marker Permanent Dollar Allmark Round Tip	Each		
58	Marker White board (Dollar-On Board) Round Tip	Each		
59	Marker Dollar Sketch Line Fibre Tip all colors	Each		
60	Movement Register No.6 Tayyaba	Each		
61	Note sheet pad 80 sheet white 80gm paper A/4 size (Imported)	Pad		
62	Paper Clip difrent colours 50 mm	Pkt		
63	Paper Clip difrent colours 30 mm	Pkt		
64	Paper Clip Quality 30 mm (3 flower) or any other good quality	Pkt		
65	Paper cutter Knife (ordinary)	Each		
66	Paper cutter with blade SDI 0426	Each		
67	Peon book 80 sheet hard binding Lucky/Tayyaba	Each		
68	Petrol/Maintenance Register No.6 Tayyaba	Each		
69	Plastic Cover L-shape A4 size Nokia 021	Each		
70	Post-it-pad 2 x 3 Pronoti	Each		
71	Post-it-pad 3 x 3 Pronoti	Each		
72	Post-it-pad 3 x 5 Pronoti	Each		
73	Post-it-pad 2 x 3 (Made in USA) 3M	Each		
74	Post-it-pad 3 x 3 (Made in USA) 3M	Each		
75	Post-it-pad 3 x 5 (Made in USA) 3M	Each		
76	Punch double hole KW-TriO 912	Each		
77	Punch Single Best Quality Local 8"	Each		
78	Ring Folder Plastic A/4 size ideal	Each		
79	Ring Folder Plastic File Size ideal	Each		
80	Rubber Band large fine qualities per K.G	K.G.		
81	Rubber Pelikan AL 30	Each		

82	Ruled Register Lucky with Hard Binding (No.10)	Each		
83	Ruled Register Lucky with Hard Binding (No.16)	Each		
84	Ruled Register Lucky with Hard Binding (No.20)	Each		
85	Ruled Register Lucky with Hard Binding (No.24)	Each		
86	Ruled Register Lucky with Hard Binding (No.32)	Each		
87	Scale steel Superior Quality Hard China Original	Each		
88	Scissors superior Large size Imported	Each		
89	Scotch Tap Dispenser Large 1" KW 1133	Each		
90	Scotch Tap 1" x 72 Meter Deer Brand	Each		
91	Section Diary Register (Rate per No.6 required)	Each		
92	Separator Set (10 Colors) Multi holes A/4	pkt		
93	Sharpener Machine (KW-TriO) 310	Each		
94	Shorthand Pencil Goldfish superior quality/Deer	Dozen		
95	Spectra Multi Color paper Imported A-4 size 500 sheets	Ream		
96	Sinar Colour paper rim A-4 size	Ream		
97	Spiral pad Large A/4 size Ideal	Each		
98	Spiral pad Small 6X8 size Ideal Fc/2	Each		
99	Spiral Ring (Ibico) 08 mm	Each		
100	Spiral Ring (Ibico) 10 mm	Each		
101	Spiral Ring (Ibico) 12 mm	Each		
102	Spiral Ring (Ibico) 14 mm	Each		
103	Spiral Ring (Ibico) 16 mm	Each		
104	Spiral Ring (Ibico) 18 mm	Each		
105	Spiral Ring (Ibico) 20 mm	Each		
106	Spiral Ring (Ibico) 22 mm	Each		
107	Spiral Ring (Ibico) 24 mm	Each		
108	Spiral Ring (Ibico) 26 mm	Each		
109	Spiral Ring (Ibico) 28 mm	Each		
110	Spiral Ring (Ibico) 30 mm	Each		
111	Stamp pad ink Crystal	Each		
112	Stamp pad superior Lancer	Each		
113	Staple Pins 23/17 (Washin)	Pkt		
114	Staple pins 24/6 superior quality hard (Dollar)	Pkt		
115	Staple pins Doller Very Small Size No.10	Pkt		
116	Staple Pins HD 23/10 (Washin)	Pkt		
117	Staple Pins HD 23/13 (Washin)	Pkt		
118	Staple Pins HD 23/15 (Washin)	Pkt		
119	Staple Pins HD 23/19 (Washin)	Pkt		
120	Staple Remover KW-508B	Each		
121	Stapler Machine KW-5871	Each		
122	Stapler Machine KW-5547	Each		
123	Stapler Machine -5527 GENMES	Each		
124	Thumb Pins Steel fine quality	Pkt		
125	Telephone Index Cosmo Large PF-103 to 300 Pages	Each		
126	Visiting Card Holder Large Size 256 cards Cosmo	Each		

127	Hard File Cover (Jorri files) with long laces	Each		
128	Window Envelops white 9x4 [80 gram paper VRG (Imported)]	Each		
129	Envelops white Window 9 x 4 [80 gram paper VRG (imported)]with printing -as per sample	Each		
130	Envelops Khaki best quality 9 x 4 size (80 gram)	Each		
131	Heavy Duty Punch KW-trio 9330	Each		
132	Stapler Machine (Kido No. 240 A)	Each		

i.	Total of quoted unit price (inclusive of all applicable taxes)	=	Sum of quoted prices from Item No. 1 to 132
ii.	Earnest money shall be	=	5% of (i)

Note: Kindly collect sample for above items in reference with below Serial Numbers before quoting the prices.

Serial # 27, 29, 33, 35 and 129

Annex "B"

RATES REQUIRED OF TONERS

S.No.	Model/Description	UNIT. NO	Unit Rate exclusive of all applicable taxes	Unit Rate inclusive of all applicable taxes
1	HP 1320 Laser Jet Toner	1		
2	HP 1600 Laser Jet Color Set of (4 Piece) Toner	1		
3	HP 1515 colour set of (4-piece) Toner	1		
4	HP 2015 Laser Jet Toner	1		
5	HP 2025 Laser Jet Color Set of (4Piece) Toner	1		
6	HP 2035 Laser Jet Toner	1		
7	HP 2600 Laser Jet Coloured Set-4piece Toner	1		
8	HP 4050 Laser Jet Toner	1		
9	HP 2550 Laser Jet Coloured Set of (4 Piece) Toner	1		
10	HP C-6180 Photosmart 6pieces set Toner	1		
11	HP-6500 Color Set of 4 pieces Toner	1		
12	HP-7380 Color set of 4 pieces Toner	1		
13	Lexmark E250d Toner	1		
14	Fax Toner Panasonic KXFAT88E	1		
15	Fax Toner Panasonic KXFL 612(FAT83)	1		
16	HP- 4015N Network Printer Toner	1		
17	HP Laser Jet 500 -M551 Printer Toner (4 Pieces color set)	1		
18	HP Laser Jet 1606 DN Printer Toner	1		
19	Imaging Drum for HP 2550 Printer	1		
20	Samsung ML 2010 Toner	1		
21	HP Color Laser Jet CP 3525n (4 piece) Toner	1		
22	HP laser Jet 300 Color MFP M375NW	1		
23	Toner Kyocera KM-2550	1		
24	Canon Toner-2525 NPG-51 Machine (Photocopier Toner	1		
25	Photocopier Nashuatec Toner MP3053SP	1		

i.	Total of quoted unit price (inclusive of all applicable taxes)	=	Sum of quoted prices from Item No. 1 to 25
ii.	Earnest money shall be	=	5% of (i)

RATES REQUIRED FOR MISCELLANEOUS ITEMS

Sr. No.	Item Description	Unit	Unit Rate exclusive of all applicable taxes	Unit Rate inclusive of all applicable taxes
1	Air Freshener large 400 ml Admire Lotion (Imported)	Bottle		
2	CDs (Re-writeable) Sony Japan	Each		
3	CDs (write once) Sony Japan	Each		
4	DVD (Re-writeable) Sony Japan	Each		
5	DVD (Write once) Sony Japan	Each		
6	Dust bin size 1-1/2-feet good quality plastic (Large)	Each		
7	Duster white thick large size 24 x 24 superior	Each		
8	Duster Yellow for cars Large size (Standred)	Each		
9	Dry Battery Cell "AA" Imported Original (Sony)	Each		
10	Dry Battery Cell "AAA" Imported Original Power Plus	Each		
11	Extention Board of 5 sockets Model AL-0118 Made in China	Each		
12	Glint- insta 500 ml	Bottle		
13	Insect Killer 400 ml MORTIEN	Bottle		
14	Insect Killer 400 ml BAYGON	Bottle		
15	Water Glasses	Each		
16	Masking Tape 1" Olympia	Each		
17	Tissue Paper Box Rose Petal 100 sheet multi colour Supreme	Pkt		
18	Toilet Tissue Roll Rose Petal single packing	Roll		
19	Vim 450 gram	Pkt		
20	Lemon Max Liquid	Each		
21	Packing Tape 2" (length 50 yards) Abro	Each		
22	Tea Mug	Each		
23	Philips Energy Saver (Screwed) 25 W (D -Light)	Each		
24	Philips Energy Saver (Screwed) 25 W (M-Light)			
25	Philips Chock for Tube Rods 4FT (36WTS)	Each		
26	Philips Chock for Tube Rods 2FT (18WTS)	Each		
27	Philips Energy Saver (Screwed) 14 W (D- Light)	Each		
28	Philips Energy Saver (Screwed) 14 W (M-Light)	Each		
29	Philips Starter S-10	Each		
30	Philips Tube Rods 2 feet (D & M Light)	Each		
31	Philips Tube Rods 4 feet (D & M Light)	Each		
32	Packing Tape 3" (length 50 yards) Abro	Each		

i.	Total of quoted unit price (inclusive of all applicable taxes)	=	Sum of quoted prices from Item No. 1 to 32
ii.	Earnest money shall be	=	5% of (i)

Annex "D"

Bid Declaration Form

1. **Name of Interested Firm** : _____
2. **CNIC#** : _____
(Please attach Copy of CNIC)
3. **NTN#** : _____
(Please attach Copy of NTN Certificate)
4. **GST#** : _____
(Please attach Copy of GST Certificate)
5. **Offered Unit Price Total** : Rs. _____, Rs. _____, Rs. _____
Annex "A" Annex "B" Annex "C"
(In words) _____
6. **Value of Earnest Money** Rs. _____
(In words) _____
7. **Contact Number** : _____
8. **Postal Address** : _____

9. **Email Address** : _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the bidding document are accepted.

Name : _____

Signature & Official Stamp : _____

Date : _____