



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 15/15-16

Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers registered with Income Tax and Sales Tax Departments for

S. No.	Requirements	Reference
a)	Supply and Installation of Video Conferencing Equipment/Facility	[T#15(i) /15-16]
b)	Purchase of Microsoft Exchange Server 2016 Standard Edition	[T#15(ii) /15-16]

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement(s) are available for the interested bidders from the undersigned and can also be downloaded from www.secp.gov.pk/procurement.asp free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **January 22, 2016 at 1500 Hrs** and will be opened on the same day at 1530Hrs.

M. Ubaidullah Khalid – Asst. Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 444
Email: ubaidullah.khalid@secp.gov.pk

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 15 (i) / 15-16.**
2. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
3. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with sales tax department, having national tax number (NTN) for **“Supply and Installation of Video Conferencing Equipment/Facility”** through **SINGLE STAGE ONE ENVELOP METHOD.**
4. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
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. 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.
7. 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.
8. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
9. The bid validity period shall be 150 days.
10. 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.** Bids not accompanied by earnest money will not be entertained.
11. 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.
12. 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.

13. The language of the bid is English and alternative bids shall not be considered.
14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
15. 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.
16. 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.
17. Discounts (if any) offered by the bidder shall be part of the bid.
18. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
19. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
20. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
21. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
22. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
23. 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).
24. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
25. 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.
26. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.
27. 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.
28. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
29. Clarification if any on the technical requirement may be obtained from:
 - ubaidullah.khalid@secp.gov.pk

30. The earnest money of successful bid will be retained and that of other bidders will be returned.
31. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then earnest money submitted with the bid will be forfeited in favor of the Commission.
32. Bids received will be evaluated as per evaluation criteria given in the TORs.
33. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
34. The envelopes shall bear the following additional identification marks:
- | | |
|---------------------|---|
| Bid for: | “Supply and Installation of Video Conferencing Equipment/Facility” |
| Bidder Name: | XYZ |
| Attention: | Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad |
35. The deadline for the submission of bids is:
- Date: January 22, 2016**
Time: 1500Hrs
36. The bid opening shall take place at:
- Securities and Exchange Commission of Pakistan**
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: January 22, 2016
Time: 1530Hrs
37. A statement **“Not to be opened before 1530 Hrs on January 22, 2016”** shall be clearly mentioned on the top of the sealed bid.
38. The bids received after the due date and time will not be entertained.
39. 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”
2. Evaluation Criteria	Annex “B”
 - **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

TERMS OF REFERENCE**Technical Specifications for Video Conferencing Equipment (Qty=01)**

Application Features	<ul style="list-style-type: none"> ● Multimedia and presentations can be shared at the touch of a button ● Basic API available over IP (Telnet or Secure Shell Protocol [SSH]) ● Dual-display ● High-definition content sharing up to 1080p30 resolution ● One button to push (OBTP) to start a meeting
	<ul style="list-style-type: none"> ● Premium resolution (1080p60) ● H.323/SIP calls up to 6 Mbps ● Built-in individually transcoded multipoint conferencing offers ability to add three additional participants ● Easy provisioning and self-configuration with Unified Communications Manager (CUCM), VCS. ● Multiway features, recording and streaming, and firewall traversal services ● Unified Communications Manager native support (requires Unified Communications Manager)
	<ul style="list-style-type: none"> ● Codec, TelePresence PrecisionHD Camera - (1080p12x) ● TelePresence Table Microphone 20, remote control, cables, and power supply
	<ul style="list-style-type: none"> ● TelePresence Touch 8 ● Wall mount kit ● Additional microphone
	<ul style="list-style-type: none"> ● H.323 and SIP up to 6 Mbps
Bandwidth	<ul style="list-style-type: none"> ● 720p30 from 768 kbps ● 720p60 from 1152 kbps ● 1080p30 from 1472 kbps ● 1080p60 from 2560 kbps
	<ul style="list-style-type: none"> ● H.263, H.263+, H.264
	<ul style="list-style-type: none"> ● Native 16:9 widescreen ● Advanced screen layouts ● Intelligent video management ● Local auto-layout
	<ul style="list-style-type: none"> ● One HDMI and One DVI-I (Analog and Digital): Supported Formats. ● 640x480, 720x480, 720x576, 800x600, 848x480, 1024x768, 152x864, 1152x864, 1280x720, 1280x1024, 1280x768, 1280x800, 1280x960, 1360x768, 1366x768, 1400x1050, 1440x900, 1680x1050, 1920x1080, EDID.
Video Inputs (Two Inputs)	Two HDMI Outputs Supported Formats.
	1920 x 1080@60 fps (1080p60), 1920 x 1080@50 fps (1080p50), 1280 x 720@60 fps (720p60), 1280 x 720@50 fps (720p50), 1366 x 768@60 fps (WXGA), 1360 x 768@60 fps(WXGA), 1280 x 768@60 fps (WXGA), VESA Monitor Power Management, EDID, Live Video Resolutions (Encode and Decode).

Audio Standards	<ul style="list-style-type: none"> • G.711, G.722, G.722.1, 64 kbps AAC-LD
Audio Features	<ul style="list-style-type: none"> • CD-quality 20 KHz mono • Two acoustic echo cancellers • Automatic Gain Control (AGC) • Automatic noise reduction • Active lip synchronization
Audio Inputs	<ul style="list-style-type: none"> Two microphones, 4-pin minijack • One minijack for line-in (stereo) • One audio in from camera (HDMI)
Audio Outputs	<ul style="list-style-type: none"> One minijack for line out (stereo) • One HDMI, (digital main audio)
Dual Stream	<ul style="list-style-type: none"> • H.239 (H.323) dual stream • BFCP (SIP) dual stream • Support resolutions up to 1080p (1920 x 1080)
MultiPoint Support	<ul style="list-style-type: none"> • Four-way embedded SIP/H.323 MultiPoint reference MultiSite • TelePresence Multiway support (requires TelePresence Video Communication Server [VCS] and TelePresence MCU) • Ability to natively join multipoint conferences hosted on Telepresence Multipoint Switch (CTMS)
MultiSite Features (Embedded Multipoint)	<ul style="list-style-type: none"> • Adaptive SIP/H.323 MultiSite; resolution up to 576p30 <ul style="list-style-type: none"> ◦ 3-way resolution up to 720p30 ◦ 4-way resolution up to 576p30 • Full individual audio and video transcoding • Individual layouts in multisite continuous presence • H.323/SIP/VoIP in the same conference • Support for Presentation (H.239/BFCP) from any participant at resolutions up to 1080p15/SXGA • Best Impression (automatic continuous presence layouts) • H.264, encryption and dual stream from any site • IP Downsampling • Dial in and dial out • Conference rates up to 6 Mbps
Protocols	<ul style="list-style-type: none"> • H.323 • SIP • ISDN (requires TelePresence ISDN Link)
Embedded Encryption	<ul style="list-style-type: none"> • H.323 and SIP point-to-point • Standards-based: H.235 v3 and Advanced Encryption Standard (AES) • Automatic key generation and exchange • Supported in dual stream
IP Network Features	<ul style="list-style-type: none"> • DNS lookup for service configuration • Differentiated services (quality of service [QoS]) • IP-adaptive bandwidth management (including flow control)

	<ul style="list-style-type: none"> • Automatic gatekeeper discovery • Dynamic playout and lip-sync buffering • H.245 Dual Tone Multi-frequency (DTMF) tones in H.323 • Date and time support using Network Time Protocol (NTP) • Packet loss-based down speeding • Uniform resource identifier (URI) dialing • TCP/IP • DHCP • 802.1x network authentication • 802.1Q Virtual LAN • 802.1p (QoS and class of service [QoS]) • ClearPath • Medianet: Mediatrace and Metadata
CUCM	<ul style="list-style-type: none"> • Native registration with Unified Communications Manager • Basic Unified Communications Manager provisioning • Software upgrade from Unified Communications Manager • CDP and DHCP option 150 support • Basic telephony features such as hold/resume/transfer and Corporate Directory lookup
IPv6 Network Support	<ul style="list-style-type: none"> • Single call stack support for both H323 and SIP • Dual-stack IPv4 and IPv6 for DHCP, SSH, HTTP, HTTPS, DNS, DiffServ • Support for both Static and Automatic IP configuration (stateless address auto configuration)
Security Features	<ul style="list-style-type: none"> • Management using HTTPS and SSH • IP administration password • Menu administration password • Disable IP services • Network settings protection
Network Interface	<ul style="list-style-type: none"> • One LAN and Ethernet (RJ-45) 10/100/1000 Mbit
Other Interfaces	<ul style="list-style-type: none"> • Two USB ports for future usage
System management	<ul style="list-style-type: none"> • Support for the TelePresence Management Suite • Total management using embedded SNMP, Telnet, SSH, XML, SOAP • Remote software upload: using web server, secure copy (SCP), HTTP, HTTPS • TelePresence Touch (optional) • Remote control and on-screen menu system
Directory Services	<ul style="list-style-type: none"> Support for local directories (My Contacts) • Corporate directory • Unlimited entries using server directory supporting LDAP and H.350 (requires TelePresence Management Suite) • Unlimited number for corporate directory (through TelePresence

	Management Suite)
	• Received calls with date and time
	• Placed calls with date and time
	• Missed calls with date and time
Power	• Auto-sensing power supply
	• 100 - 240 VAC, 50/60 Hz
	• Maximum 40 watts for codec and main camera
Operating	• 0°C to 40°C (32°F to 104°F) ambient temperature
Temperature and Humidity	• 10% to 90% Relative Humidity (RH)

Technical Specifications for LED Screen (to be used with VC Equipment) (Qty=01)

S. No.	Description	Qty
1	Samsung, Sony (or equivalent) LED TV (55")	1
	• Resolution 1920 x 1080 (Full HD) [Must]	
	• Wireless connectivity	
	• Audio Out (Mini Jack)	
	• Component In (Y/Pb/Pr)	
	• Composite In (AV)	
	• Digital Audio Out (Optical)	
	• 2 HDMI ports [Minimum]	
	• 1 Ethernet port	
	• RF In (Terrestrial/Cable Input)	
	• 2 USB ports [Minimum]	
	• Dolby Digital Plus/Dolby Pulse	
	• Power: AC100-240V 50/60Hz	
	• Auto power off	
	• Energy Star compliant	
	• Normal Button Remote	
	• User manual, Power Cable	
	• Table stand, wall mounting kit with installation services [Must]	
	• Comprehensive Warranty: at least one (01) year	

Evaluation Criteria

Evaluation of received bids will be carried out as per following evaluation criteria:

1. Technical Evaluation	60%
2. Financial Evaluation	<u>40%</u>
	100%

Technical Evaluation Criteria

Sr.	Description	Marks
1	Smartnet Support (1 Year)	Must
2	Contract ID in SECP's name	Must
3	Multisite (MCU) License (1+3)	Must
4	Valid Tier-1 Partnership Letter	Must
5	CUCM Support and Native Registration	Must
6	Wall Mount Kit	Must
7	Protocols (H.323, SIP, ISDN) and embedded encryption	15
8	Bandwidth Support (H.323 and SIP up to 6 Mbps)	15
9	Performance Features (as per TORs)	10
10	Audio/Video Ports and Features (as per TORs)	10
11	Samsung, Sony (or equivalent) or LED 55" (With Wall mount Kit and Installation)	10
Total		60