



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 01/15-16

INVITATION TO BID

The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed photocopying service providers registered with sales tax department (if applicable) and having national tax number (NTN) based in Pakistan for

“PHOTOCOPIER SERVICES AT KARACHI”

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

The sealed bids with 5% must reach the undersigned through courier or may be dropped in the tender box at fourth floor of SLIC building # 2. Bids received through any other mode/addressed to any other person will not be entertained. The bids must be received before 1500Hrs, on September 14, 2015 and will be opened on the same day at 1530Hrs.

Sajjad Ahmed -Deputy Director (Admin)
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 / 15-16.**
2. Bids are invited for **“PHOTOCOPIER SERVICES AT KARACHI”** 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 have NTN Registration and the NTN/Registration number must be mentioned in the quotation and a copy of Registration Certification (NTN Certificate) 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. for three years (2015-18) and contract/agreement may be extended for another period mutually agreed by the- Commission and the successful bidder. In case any bidder opts to quote w.r.t each year then may quote as per following format:
 - a. Rate for 1st year=_____
 - b. Rate for 2nd year=_____
 - c. Rate for 3rd year=_____
11. Bid validity will not be less than **90** 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. Bid should be accompanied with earnest money (refundable) for an amount equal to 5% 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. Bid 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. Bids 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 AT KARACHI” |
| ii. Bidder Name: | XYZ Firm |
| iii. Attention: | Sajjad Ahmed -Deputy Director (Admin)
State Life building # 2, 4th Floor Wallace Road-
Karachi |

19. The deadline for the submission of bids is:

Date: 14-09-2015

Time: 1500 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: 14-09-2015

Time: 1530 Hrs

21. A statement **“Do Not Open Before 1530Hrs on 14-09-2015)”** shall be clearly mentioned on the top of the sealed bid.

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