



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 13/15-16

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 following:

S. No.	Requirements	Reference
a)	Supply of Network Switches	[T#13(i) /15-16]
b)	Supply of Photocopiers	[T#13(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 each of the above requirements 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 **December 18, 2015 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 # 13 (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 of Photocopiers**" 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. SECP reserves the right to purchase any type of photocopier depending on its requirement and the quantities required may vary according to SECP requirement.
10. The bid validity period shall be 150 days.
11. 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.
12. 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.
13. Bids for supply of brand new photocopiers are invited and will be considered.

14. 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.
15. The language of the bid is English and alternative bids shall not be considered.
16. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
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.
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. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
22. 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.
23. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
24. 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).
25. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
26. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
27. 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.
28. 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.

29. 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.
30. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
31. Clarification if any on the technical requirement may be obtained from:
o ubaidullah.khalid@secp.gov.pk
32. The earnest money of successful bid will be retained and that of other bidders will be returned.
33. Bids received will be evaluated as per evaluation criteria given in the TORs.
34. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
35. The envelopes shall bear the following additional identification marks:

Bid for: "Supply of Photocopiers"
Bidder Name: XYZ
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

36. The deadline for the submission of bids is:
Date: December 18, 2015
Time: 1500Hrs

37. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: December 18, 2015
Time: 1530Hrs

38. A statement "**Not to be opened before 1530 Hrs on December 18, 2015**" shall be clearly mentioned on the top of the sealed bid.
39. The bids received after the due date and time will not be entertained.
40. 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

Supply of Photocopiers (Required Quantity = 03): We require multifunction Photocopier must at least include built in color scanner and printer with capability to handle paper sizes A3, A4, A5, A6, B4, B5, B6.

1. Requirement No. 01 :Multifunction B/W Photocopier 30 CPM (for Qty=01)

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|----|----------------------------------|---|-----------|
| a. | Cost of Photocopier with ARDF | = | Rs. _____ |
| b. | Cost of Photocopier without ARDF | = | Rs. _____ |
| c. | Cost of Toner | = | Rs. _____ |
| d. | Per page printing cost (text) | = | Rs. _____ |

2. Requirement No. 02 :Multifunction B/W Photocopier 35 CPM (for Qty=01)

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|----|----------------------------------|---|-----------|
| a. | Cost of Photocopier with ARDF | = | Rs. _____ |
| b. | Cost of Photocopier without ARDF | = | Rs. _____ |
| c. | Cost of Toner | = | Rs. _____ |
| d. | Per page printing cost (text) | = | Rs. _____ |

3. Requirement No. 03 :Multifunction B/W Photocopier 40 CPM (for Qty=01)

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|----|----------------------------------|---|-----------|
| a. | Cost of Photocopier with ARDF | = | Rs. _____ |
| b. | Cost of Photocopier without ARDF | = | Rs. _____ |
| c. | Cost of Toner | = | Rs. _____ |
| d. | Per page printing cost (text) | = | Rs. _____ |

4. Requirement No. 04 :Multifunction B/W Photocopier 45 CPM (for Qty=01)

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|----|----------------------------------|---|-----------|
| e. | Cost of Photocopier with ARDF | = | Rs. _____ |
| f. | Cost of Photocopier without ARDF | = | Rs. _____ |
| g. | Cost of Toner | = | Rs. _____ |
| h. | Per page printing cost (text) | = | Rs. _____ |

Place of Delivery:

- a. **Head Office Islamabad**
- b. **Company Registration Office Faisalabad**
- c. **Company Registration Office Karachi**

Note: SECP reserves the right to purchase any one or more of the above mentioned requirements and increase the quantity. In case of any change in the delivery location, successful bidder will have to deliver, accordingly.