



**SECURITIES AND EXCHANGE COMMISSION OF  
PAKISTAN**

**No. T# 12/15-16**

**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

**Establishment of Record Room**

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. are available for the interested bidders from the undersigned and can also be downloaded from [www.secp.gov.pk/procurement.asp](http://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 **November 23, 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](mailto:ubaidullah.khalid@secp.gov.pk)

## **Terms and Conditions for Bids and Bidders**

### **1. Tender Identification Number: TENDER # 12/15-16**

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 & Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors registered with income tax and sales tax departments for **“Establishment of Record Room”** 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. Bidders must visit site before submitting their bids for the specific requirement(s) as described on our website. The 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](http://www.secp.gov.pk/Procurement.asp)
6. **Pre Bid Meeting:** In order to obtain full understanding of the TORs/requirements, a meeting of the interested bidders is scheduled on **November 17, 2015 at 1500 Hrs** at

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

7. Clarification if any on the technical requirement may be obtained from:  
[ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
8. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered by any bidder and bidders should supply the same at quoted rates.
9. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Commission would be final and binding on all matters relating to this invitation.
10. Bid Validity period should be 150 days.
11. The amount of the bid and earnest money shall be in Pak Rupees.
12. Bids should be accompanied with 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 06 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.

13. Earnest Money of successful bid will alone be retained and that of the rest will be returned.
14. 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 Commission.
15. 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.
16. The language of the bid is English and alternative bids shall not be considered.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
18. 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.
19. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
20. The rates must be quoted strictly in accordance with bid documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
21. Bidder can quote against any single requirement of the Terms of Reference (TORs)
22. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
23. 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.
24. Bidders may be required to make a presentation of their technical proposal, if required.
25. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
26. The envelopes shall bear the following additional identification marks:

<b>Bid for:</b>	<b>"Establishment of Record Room"</b>
<b>Bidder Name:</b>	XYZ
<b>Attention:</b>	4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

27. **The deadline for the submission of bids is:**

**Date: November 23, 2015**

Time : 1500 Hrs.

**28. The bid opening shall take place at:**

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

**Date: November 23, 2015**

Time : 1530 Hrs

29. A statement **“(Do Not Open Before 1530Hrs on November 23, 2015)”** shall be clearly mentioned on the top of the sealed bid.

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

31. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.

32. 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.

33. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.

34. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.

35. 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, if selected and declared as best evaluated bidder.

36. The Commission 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:**

- **Attachment Details are as under**

**1. Terms of Reference**

**(Annex “A”)**

- **If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements as per details above.**

**TERMS OF REFERENCE (TORs) : Establishment of Record Room****Note: Bidder may quote against any single requirement****Requirement No. 01: Procurement for Fabrication and Printing of Printing of Boxes:**

Please quote against box specifications as given below,

<b>Box Specifications:</b>	5 Ply Box with 3 ply top cover (Box color: white)
<b>Paper Description:</b>	
Box Paper:	Linner 1, 160 gms,
Top Cover:	Test Liner, 125 gms,
Box Dimensions:	Length: 15.25'' Width: 12.25'' Height: 10.25''
Logo Printing	2 color logo printed on both sides of boxes
Boxes Qty:	5,000

**Note:**

- Please mention address of the Packages/Printing Set-up that can be visited by the client, if required.
- Delivery timelines should be mentioned clearly.
- 5% amount of the total project value will be withheld as "Retention amount".
- Box Sample will be shared with the client for approval within three days after issuance of purchase order.
- Box sample can be seen by visiting SECP office.
- All boxes quality must be maintained as per approved box sample.
- Commission has the right to cancel the procurement of boxes at any time during the tender.

**Evaluation Criteria for Requirement No. 01**

Bids will be evaluated on technical and financial basis,

Technical Marks: 30

Financial Marks: 70

Evaluation criteria is given below,

Sr. No	Attributes	Allocated Marks
1	Bidder holds its own Packages/Printing Set-up/Unit	10
2	Bidder's experience above 05 years (Please provide certificate of Registration)	10
	If bidder's experience less than 05 years	5
3	Delivery Timelines:	10
	Bidder's capacity to deliver boxes in (02) weeks	5
	Bidder's capacity to deliver boxes in less than (02) weeks	10

**Requirement No. 02: Procurement for Fabrication of Steel Racks (Qty: 36):**

**Specifications:**

Rack size:	Height: 8'.83'' Width: 5'.6'' Depth: 3'
L-Shape Angle Iron:	Width: 1.5'' thickness: 1.5' Sutar
Shelf Size:	2' height
Base of Rack:	Should be 10'' from the floor
Ply Sheet Shelves:	.1'' Wooden Lamination

**Note:**

- Red Oxide should be applied before paint work. Racks will be in white paint.
- Each shelf should be supported from center so that no bending can take place.
- Welding should be done as per standards.
- Bidder will provide 06 months warranty on letterhead, In case any Rack is bended or damaged, bidder will provide FOC repair.
- 5% amount will be withheld as "Retention amount" for 06 months period.
- Racks should be strong enough to stay as standalone.
- Bid qualifying all required specifications of this requirement and offering lowest cost will be selected.

**Requirement No. 03: Procurement for Supply and Installation of "Biometric Access Control Device i.e. ZKT Eco (Model F 18)".**

S. No.	Requirements	Qty.
	<b>Location at Which Supply and Installation is Required.</b>	
1	Basement of CRO Islamabad	1

- **Installation/Commissioning:** Complete installation, configuration, commissioning, and integration with existing system shall be responsibility of the vendor.
- Site can be visited to understand the requirement.
- **Warranty Period:** Comprehensive one year warranty **MUST** be mentioned on the quote.
- Bid qualifying all required specifications of this requirement and offering lowest cost will be selected.

**Specifications:**

S. No.	Item	UOM	Qty	Quoted Rate (Incl. of All applicable taxes)
1.	Biometric Access Control Device i.e. ZKT Eco (Model F 18)	No.	1	
2.	Stainless Steel Stand for the Device.	No.	1	
3.	Duct	Rft	1	
4.	Power Cable	Rft	1	
5.	Any Other Item			
6.	Any Other Charges			

**Requirement No. 04: Procurement of IP Based Security Surveillance System:**

Specifications for “**IP Based Security Surveillance System**” are given below,

S. No.	Specification	QTY
1.	IP Camera: <ul style="list-style-type: none"> <li>• Day &amp; Night IR cameras with high resolution,</li> <li>• 1080P with 2MP support,</li> <li>• Must have night vision capability.</li> <li>• Motion detection based recording (Preferred).</li> </ul>	01

	<ul style="list-style-type: none"> <li>• Must support Compression</li> <li>• Ethernet (10Base-T / 100Base-TX) minimum</li> <li>• Video Resolution (min): 640 x 480, 320 x 240, 192 x 144</li> <li>• Frame rate: 30fps</li> <li>• 24/7 recording and monitoring.</li> <li>• Protocols: TCP, UDP, IP, HTTP, FTP, SMTP, DNS, ARP, ICMP, POP3, NTP, Ipsec, UPnP, ICMPv6</li> <li>• Integrated power supply (must) +POE (Optional)</li> <li>• Encryption capability (preferred)</li> <li>• Software with capability to support/view multiple cameras feed through secure connection.</li> </ul>	
2.	Power Supply	01
3.	LAN Cable (Specify rate/sqft)	As Per Actual
4.	Power cable-23/76 (Specify rate/sqft)	As per Actual
5	Duct-16*38 (Specify rate/sqft)	As Per Actual

- Bid qualifying all required specifications of this requirement and offering lowest cost will be selected.

**Requirement No. 05: Procurement of Miscellaneous items:**

Items Detail	Qty	Unit Price (PKR)
Ladder (Iron): Consisting of four steps.	01	
Fire Extinguisher (4kg DPC)	03	
Luggage Trolley (3' x 2')	01	

- Bid qualifying all required specifications of this requirement and offering lowest cost will be selected.