

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 01 / 14-15.

2. Bids are invited for “PHOTOCOPIER SERVICES AT LAHORE ” through SINGLE STAGE ONE ENVELOP METHOD

3. The Procurement Agency is:

Securities and Exchange Commission of Pakistan

3rd Floor, Associated House; 7-Edgerton Road;
Lahore. (99201341-42)

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 (NTN) and the Registration number must be mentioned in the quotation and a copy of Registration Certification (NTN) 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/legal size white paper (80 grams). Monthly photocopies will ranges between 30,000 to 40,000 numbers (approx.).

7. The successful bidder shall be providing at least two digital photocopier machines and one heavy duty (monochrome) network laser printer/machine at SECP Office, Lahore.

8. Bidder shall quote (Lump sum) cost per copy, which includes A-4/Legal 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 and contract/agreement may be extended for another one year or any period with mutual consent of the Commission and the successful bidder.

11. Bid validity will not be less than **120** 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. Tender 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. Earnest money calculation formulae is as under:

S. No.	Estimated Month	Per Copies	Offered inclusive applicable taxes	rate all	Total charges	monthly
	(A)		(B)		(C)	
	40,000		xxxxxx		=40,000 x (B)	
Earnest Money			=5% of (C)			

15. Tender without earnest money will not be entertained and rejected straightway.
16. Earnest money of the successful bidder will only be retained. The language of the bid is English and alternative bids shall not be considered.
17. The Commission reserves the right to accept or reject any or all bids.
18. Proposal received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be accepted.
19. 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.
20. 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.
21. The proof of company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bid.
22. Discounts (if any) offered by the bidder shall be part of the bid
23. Detail of applicable taxes and whether included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
24. 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.
25. The bids received after the due date and time will not be entertained. SECP reserves the right to reject and cancel all received bids at any time of the bidding process.
26. The earnest money of successful bidder will be retained and that of other bidders will be returned.
27. The envelopes shall bear the following additional identification marks:
- i. **Bid for: "PHOTOCOPIER SERVICES AT LAHORE"**
 - ii. **Firm Name:** XYZ Firm
 - iii. **Attention:** Admin. Dept., 3rd Floor, 7-Edgerton Road, LHR,
- 28. The deadline for the submission of bids is:**
Date: Nov 27, 2014
Time: 1100 Hrs.

29. The bid opening shall take place at:
Securities and Exchange Commission of Pakistan
3rd Floor, Associated House;
7-Edgerton Road;Lahore. Time: 11:30 Hrs

30. A statement **“Do Not Open Before 1130Hrs on Nov 27, 2014”** shall be clearly mentioned on the top of the sealed bid.

31. Evaluation Criteria of Bid will be as under:

a.	Technical Evaluation
Corporate setup	30
Experience with 30	
corporate/public sector	
similar projects (provide	
references/PO copy with	
contact details)	
Past Experience with 40	
Commission	

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