



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 12/13-14

Invitation to Bid
Disposal Of IT Assets

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of IT assets which include **Desktop Computers, Laptops, Printers and Scanners.**

To view the assets for disposal, interested parties may visit Commission's Head Office from **1000Hrs to 1600 Hrs on any working day** and may obtain "The Invitation to Bid" document containing detailed terms and conditions for bidders or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

The assets are offered for disposal on "**AS IS WHERE IS**" basis.

The sealed bid(s) must reach at below mentioned address (i.e. through courier or by hand) by 1500Hrs, on April 15, 2014 and will be opened on the same day at 1530Hrs.

Arshad Kamal (Joint Director Admin)
4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 160

Terms and Conditions for Bids and Bidders

1. **“Invitation to Bids” Identification Number: # 12 / 13-14.**
2. Bids are invited for **“Disposal of IT Assets”**.
3. **The Asset Disposing Agency is “The Securities and Exchange Commission of Pakistan”.**
4. Bid Validity period should be 90 days.
5. The amount of the bid shall be in Pak Rupees.
6. If the bid(s) is withdrawn after opening and before the completion of disposal process i.e. identification of successful bidders, then such bid(s) will be cancelled.
7. The Commission does not pledge to accept the highest bid and reserves the right of disposing full or part assets offered and bidders should buy the same at the rates quoted by them.
8. 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 tender.
9. Interested parties may visit to view the assets for disposal at Commission’s Head Office from **1000Hrs to 1600 Hrs on any working day. (Monday – Friday)**
10. The language of the bid is English and alternative bids may not be considered.
11. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
12. 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.
13. 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.
14. 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.
15. Bid shall comprise a single package containing one envelope and submitted on prescribed format. (Annex B or C).
16. Each envelope shall bear the following identification marks **in bold and legible letters**:

Bid for	: Disposal of IT Assets
Name of Interested Party	: _____

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

Date: April 15, 2014
Time : 1500 Hrs.

18. **The bid opening shall take place on:**

Date: April 15, 2014
Time : 1530 Hrs

19. A statement **“Do Not Open Before 1530Hrs on April 15, 2014)”** shall be clearly mentioned on the top of the sealed bid.
20. Bids received after the due date and time will not be entertained.
21. Successful bidder will have to deposit the quoted price within three working days of the date of firm written offer by the Commission, otherwise Commission will have the right to declare the next highest bidder as successful bidder.
22. On receipt of full payment from successful bidder, successful bidder will be required to get the bought assets shifted (on his/her own) within 07 working days, otherwise, Commission will not take any responsibility of the sold assets.
23. The Commission reserves the right to **accept or reject any or all offers without assigning any reason.**
24. 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.

25. Contact Person to be contacted to view the items

M. Bashir Awan
Management Executive,
Tel: 9207091-4 Ext 302

Securities and Exchange Commission of Pakistan
National Insurance Corporation Building,
Jinnah Avenue, Blue Area,
Islamabad-44000, Pakistan.

Note:

- **Attachment Details are as under**
 - 1. List of IT Assets** **Annex “A”**
 - 2. Bid Submission Form for one asset** **Annex “B”**
 - 3. Bid Submission Form for more than one asset/lump sum offer** **Annex “C”**
- **If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.**

List of IT Assets**1. DESKTOPS**

S. No.	Description/Brand	QTY
(i)	Acer Veriton M460	12
(ii)	Dell Optiplex-330	13
(iii)	Dell Optiplex-755	14
(iv)	Dell GX520	14
(v)	Dell L60	1
(vi)	HP-6100	3
(vii)	IBM Think Center	10
(viii)	Compaq DX 2700	83
(ix)	Compaq D381	9
Total		159

2. LAPTOPS

S. No.	Description/Brand	QTY
(i)	Dell D 830	21
(ii)	HP Compaq NX 6120	16
(iii)	HP Compaq Nx 8430	22
(iv)	Omni PIII	2
(v)	IBM Thinkpad T 42	1
Total		62

3. PRINTERS

S. No.	Description/Brand	QTY
(i)	HP-1320	5
(ii)	HP-2015	4
(iii)	HP-2550	3
(iv)	HP-4050	6
(v)	HP-4600	2
(vi)	Lexmark E250d	36
(vii)	Samsung ML-2010	31
Total		87

4. SCANNERS

S. No.	Description/Brand	QTY
(i)	HP-7400	5

Bid Submission Form for One Asset

1. **Bid for Asset** _____

Note: In case of bidding for more than one assets then submit your offer prices on Annex “D”

2. **Name of Interested Party** : _____

3. **CNIC#** : _____

(Please attach Copy of CNIC)

4. **NTN#** : _____

(Please attach Copy of NTN Certificate)

5. **Offered Price** : **Rs.** _____

(In words) _____

6. **Contact Number** : _____

7. **Postal Address** : _____

8. **Email Address** : _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name : _____

Signature : _____

Date : _____

Bid Submission Form for More than one asset / lump sum offer

1. **Name of Interested Party** : _____
2. **CNIC#** : _____
(Please attach Copy of CNIC)
3. **NTN#** : _____
(Please attach Copy of NTN Certificate)
4. **Contact Number** : _____
5. **Postal Address** : _____
6. **Email Address** : _____

Bid price w.r.t assets for which bid is submitted for

S. No.	Name of Asset	S. No. of respective list	QTY	Offered Price (Rs.)
1				
2				
.				
.				
	Total Offered Price			

Note: Interested party may submit a lump sum offer of all the assets on following format

S. No.	Items	Offered Price (Rs.)
1	Total Offered Price of all assets	

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name : _____

Signature : _____

Date : _____