



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**No. T# 22/15-16**

### 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)	Consolidated Storage Solution For Head Office and DR Site With Complete Support and Warranty	[T#22(i) /15-16]
b)	Supply of High End Scanners	[T#22(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](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 May 30, 2016 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 # 22 (ii) / 15-16**

2. **The Procurement Agency is:**

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

3. 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.
4. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and having offices in all major cities of Pakistan and registered with sales tax department, having national tax number (NTN) for

### **“Supply of High End Scanners”**

through

### **SINGLE STAGE ONE ENVELOP METHOD**

5. Bid shall comprise a single envelope containing technical and financial bid along with the bid security.
6. 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)
7. The bid validity period shall be 150 days.
8. The amount of the bid and bid security shall be in Pak rupees. The bids should be accompanied by bid security (refundable) for an amount equal to 5% 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 bid security will not be entertained.
9. The bid security of successful bid will be retained and that of other bidders will be returned.
10. If the bid is withdrawn before the expiry of its validity then the bid security will be forfeited in favor of the SECP, Islamabad.
11. 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 rejected.
12. The language of the bid is English and alternative bids shall not be considered.

13. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
14. 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/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the Commission.
15. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents. Bids complying with following mandatory requirements shall only be considered for technical evaluation:
  - a. Provision of Income Tax Certificate
  - b. Provision of Sales Tax Certificate
  - c. Copy of valid authorized agency/partnership/dealership/distributorship certificate from their principal in case of any such claim.
  - d. Provision of Technical details/brochures and literature pertaining to the offered scanners must be submitted with the bid.
  - e. Provision of Certificate with the bid that the equipment to be delivered shall be new and in no case used or refurbished.
  - f. Provision of certificate that the equipment shall be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end.
16. 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.
17. 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.
18. Discounts (if any) offered by the bidder shall be part of the bid.
19. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
20. Bidder must submit an affidavit with the bid that the bidder is not blacklisted at the time of bid submission by any organization.
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. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.

24. 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.
25. 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.
26. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
27. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
28. 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).
29. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
30. The quantities required may vary according to SECP requirement.
31. 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.
32. 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.
33. 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.
34. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
35. Clarification if any on the technical requirement may be obtained from:
  - [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
36. The bids received after the due date and time will not be entertained.
37. Successful bidders shall be bound to supply ordered equipment within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO value.
38. The place of destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
39. The envelopes shall bear the following additional identification marks:

<b>Bid for:</b>	<b>“Supply of High End Scanners”</b>
<b>Firm Name:</b>	XYZ Firm
<b>Attention:</b>	Assistant Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue

Blue Area, Islamabad

40. The deadline for the submission of bids is:

**Date: May 30, 2016**

Time: 1500Hrs

41. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**

NICL; Building, 63 Jinnah Avenue, Blue Area,  
Islamabad

**Date: May 30, 2016**

Time: 1530Hrs

**A statement “Not to be opened before 1530 Hrs on Date: May 30, 2016” shall be clearly mentioned on the top of the sealed bid.**

**Note:**

- **The attachment details are as under**

- |                               |                  |
|-------------------------------|------------------|
| <b>1. Terms of Reference</b>  | <b>Annex “A”</b> |
| <b>2. Evaluation Criteria</b> | <b>Annex “B”</b> |

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

**Terms of Reference****Quantity Required (02)**

<b>Technical Specifications for High-end Scanner</b>	
Scanner Type:	Flatbed with ADF, DUPLEX (Color Scanner)
Scan Resolution:	Up to 600 x 600 dpi Hardware, Up to 600 dpi Optical
Digital sending features:	Scan to folder, scan to email, scan to copy, scan to application, OCR, Scan to network drive
Bit Depth:	48 bit
Levels of grayscale:	256
ADF Capacity:	200 sheets standard
Multi-feed detection:	Yes, ultrasonic
Scan Speed ADF:	(A4/Letter): Up to 60 ppm/100 ipm (b&w, color, grayscale)
Scan size, maximum (flatbed):	11.7 x 17 in
Scan size, maximum (ADF):	11.7 x 34 in
Duty Cycle:	5,000 pages
Preview scan speed:	Up to 4 sec
Operating System Compatibility	All versions of Windows Operating System
<b>Scan Media Types</b>	
Scan file format:	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG
Scanning Software	Advance Scanning Software, must have the capability to detect and scan dual side document, reorder them and remove blank pages, allow rotation before saving the final copy.
Others:	Paper (plain, inkjet, photo), envelopes, cards (business, plastic), 3D objects, Enlargement Range: 1 to 999% in 1% increments. Standard Connectivity: 1 Hi-Speed USB 2.0 or greater, 10/100/1000 (Ethernet) Scanner Advanced Features: Image enhancements such as blank page removal, crop, orientation, barcode detection, batch separation, document merge, Precision Feed technology

***Note: Mentioned technical specifications are minimum requirements, however, any product with “Equivalent” specifications or above may be quoted.***

**Evaluation Criteria**

Evaluation of received bids will be carried out as per following evaluation criteria:

<b>1. Technical Evaluation</b>	<b>60%</b>
<b>2. Financial Evaluation</b>	<b><u>40%</u></b>
	<b>100%</b>

**Technical Evaluation Criteria**

<b>Items</b>	<b>Specifications</b>	<b>Marks</b>
ADF Support	Flatbed with ADF, Duplex (Color Scanner)	MUST
Resolution	Up to 600 dpi Optical	10
Bit Depth	48-bit	10
ADF Capacity	200 sheet capacity with multi-feed option, 11.7 x 34 in scan size	10
Connectivity	High speed USB 2.0 and Gigabit (10/100/1000) network	10
Duty Cycle	5,000 pages	10
Preview	Up to 4 sec	10
Scan File Format:	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG	10
ADF Speed	Up to 50 ppm/100 ipm (b&w, gray, color, 200 dpi)	10
Warranty	01 Year comprehensive warranty	10

**Note: Bid found non-compliance with mandatory and MUST requirements shall be rejected**