



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 01/16-17

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers/service providers registered with Income Tax and Sales Tax Departments for following:

S. No.	Requirements	Identification No.
1.	Support & Maintenance JamaPunji Web Portal	[T#01(i) /16-17]
2.	IT Licensing Consultancy Services	[T#01(ii) /16-17]
3.	Penetration Testing and Vulnerability Assessment of External And Internal SECP Networks	[T#01(iii) /16-17]

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 above requirement(s) 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 **July 28, 2016 at 1500 Hrs** and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091(Ext-444) Email: ubaidullah.khalid@secp.gov.pk Office Hours (Monday to Friday excluding Public Holidays)

Asst. Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 01(i) / 16-17**

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

“Support & Maintenance JamaPunji Web Portal”

through

SINGLE STAGE TWO ENVELOP METHOD

5. **Pre Bid Meeting:** In order to obtain full understanding of the TORs, a meeting of the bidders is scheduled on July 18, 2016 at 1000 Hrs at SECP Head Office. Those who wish to attend/ participate should inform the undersigned, at least 24 hours in advance.
6. Clarification if any on the technical requirement may also be obtained by sending an email to ubaidullah.khalid@secp.gov.pk till July 18, 2016 (before pre-bid meeting). Clarification requests received after pre-bid meeting will not be entertained.
7. The clarifications issued in respect of all queries (through email and during pre-bid meeting) **may be uploaded on SECP Website by July 19, 2016.**
8. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters.
9. Initially, only the envelope marked “TECHNICAL BID” shall be opened publically. The envelope marked as “FINANCIAL BID” shall be retained.
10. After the evaluation and approval of the technical Bid, financial Bids of the technically accepted Bids only will be opened at a time, date and venue announced and communicated to the Bidders in advance. Financial Bids of unsuccessful bidders (technically) will be returned.

11. 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
12. The bid validity period shall be 150 days.
13. The amount of the bid and earnest money shall be in Pak rupees. **The Earnest money shall be submitted in a third sealed envelope with the technical bid.** The bids should be accompanied by earnest money (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 earnest money will not be entertained.
14. If a bidder submits less bid security along with the bid i.e. less than prescribed in the bidding documents, then its bid shall only be considered if such bidder agrees to deposit the deficit amount of bid security within 01 working days or revised pay order/demand draft of required amount of bid security, otherwise bid of such bidder shall be considered as rejected.
15. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
16. The earnest money of successful bid will be retained and that of other bidders will be returned.
17. 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.
18. 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.
19. The language of the bid is English and alternative bids shall not be considered.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
21. 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 earnest money submitted with the bid will be forfeited in favor of the Commission.
22. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
23. 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.

24. 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.
25. Discounts (if any) offered by the bidder shall be part of the bid.
26. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
27. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
28. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
29. 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.
30. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
31. 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.
32. 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.
33. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
34. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
35. 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).
36. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
37. The quantities/requirements required may vary according to SECP requirement.
38. 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.
39. 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.

40. 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.
41. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
42. Clarification if any on the technical requirement may be obtained from:
 o ubaidullah.khalid@secp.gov.pk
43. The bids received after the due date and time will not be entertained.
44. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
45. Bid(s) may be dropped in the tender box on the ground floor of the NICL Building 63 Jinnah Avenue, Blue Area, Islamabad.
46. The envelopes shall bear the following additional identification marks:

Bid for: "Support & Maintenance JamaPunji Web Portal"
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
 NICL Building, 63 Jinnah Avenue
 Blue Area, Islamabad

47. The deadline for the submission of bids is:
Date: July 28, 2016
 Time: 1500Hrs

48. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
 NICL; Building, 63 Jinnah Avenue, Blue Area,
 Islamabad
Date: July 28, 2016
 Time: 1530Hrs

A statement "Not to be opened before 1530 Hrs on Date: July 28, 2016" shall be clearly mentioned on the top of the sealed bid.

Note:

- The attachment details are as under

1.	Terms of Reference	Annex "A"
2.	Evaluation Criteria	Annex "B"
3.	Technical Documentations and Flow Diagrams & System Architecture	Annex "C"

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

TORs for Support & Maintenance JamaPunji Web Portal

JamaPunji – Investor Education Initiative of SECP

Securities and Exchange Commission of Pakistan (SECP) recognizes the strategic importance of investor education to create financial literacy for protection of investors’ rights as well as to raise their financial capability in order for them to make informed investment decisions. Accordingly, the SECP has launched an Investor Education Program with the name of “Jamapunji”. The main objectives of the Jamapunji are to:

- Educate and create awareness amongst general public about saving and investment including financial planning and budgeting
- Increase awareness about the financial markets (capital market, non-banking financial and insurance sectors) and how to go about making an investment
- Educate target groups about different financial products; risks involved; rights and responsibilities and investor protection services
- Build investor confidence in capital market, non-banking financial and insurance sectors.

Under the Jamapunji, education is being imparted through digital means – web portal, SMS and social media – and physical interaction via seminars and investor days. The idea behind the creation of ‘Jamapunji’ is to equip the general public with skills and knowledge to make informed financial decisions and manage their money wisely. .

JamaPunji Portal & Mobile Applications:

The launch of *JamaPunji* investor education web portal, a digital hub for investor education material is an important step towards investor protection through imparting knowledge about investment and creating awareness on investor’s rights and responsibilities. The portal serves as a pivotal point for holistic financial education, to better equip the potential and existing investor with skills and knowledge to make informed financial decisions. and offers a complete and comprehensive guide to various investment products sold in Pakistan. The portal has access to real-time information on incorporated companies and licensed entities regulated by SECP. This information is useful for identifying genuine sellers of investment products, and will help deter fraud by non-registered entities and unscrupulous persons.

Information is presented in a methodical manner about topics such as: capital market; mutual funds; insurance products; retirement planning; Islamic financing; leasing companies and investment banks. A members’ area has been developed with the aim of developing a data base of members with interest in investing and for sharing market related information in the future. It offers additional features to encourage visitors to sign up by completing a member’s profile. Members can opt for receiving alerts form SECP via email or SMS. In addition they can access a stock trading simulator with real-time access to live PSX price quotes, risk profiler, scam meter, mutual fund and insurance demonstrator, quizzes, calculators, games, polls and surveys. To facilitate Pakistan’s large mobile phone users, *JamaPunji* may also be downloaded on smart phones. Various mobile games and applications were available on apple and google stores for iOS and android users. The web portal can be access at www.JamaPunji.pk

Scope of Work

The scope of this support agreement covers annual Support and Maintenance contract of JamaPunji Portal.

Description of Assignment

SECP requires the services for maintenance and support of JamaPunji portal and allied applications. The following items are included in the scope of services.

1. Management and maintenance of JamaPunji Portal developed in Drupal
2. Management and maintenance of JamaPunji Portal apps for Apple iOS and Android
3. Operational Support to conduct stock market games
4. Content management (update and uploading)
5. Design changes for portal (New banners, Menu items, Page Layout etc.)
6. Operational Support to conduct webinars
7. Operational Support to conduct Stock Trading Competitions
8. Operational Support for Videos (Animations/Demonstrators)
9. Operational Support for Maintenance and management of backend database
10. Management of Hosting Services with current service provider until December 31, 2016 and migration of JamaPunji Portal to the choice of SECP service provider starting January 1, 2017

For new development, enhancements in existing functionalities, the Vendor will follow the Change Request process. For this matter, Vendor will provide per hour rate for change request development.

In addition to this, vendor will provide following services.

1. Vulnerability Scanning of Jamapunji portal: Vendor will run vulnerability scanning of JamaPunji portal on quarterly basis and share the report with SECP IT team. Vendor will deploy the security related patches related to JamaPunji portal or Drupal.
2. Annual Subscription for mass emailing of SECP Newsletter
3. Stock Market Simulator Maintenance & Support: Stock Market Simulator module is developed by Softech Limited. For Maintenance & Support of Stock Market Simulator module a back to back support arrangement will be required.
4. SEO Activities for Jamapunji Portal
5. Technical Trainings and Guides (Documented and Recorded video sessions of the walkthrough) for IT team as part of Handover activities.
6. User Training as part of Handover activities. Handover walk through of all the components and modules to SECP IT staff before the end of Support & Maintenance Period of one year.

SLA will be signed with the vendor and access to code will be provided for performing of services under the agreement. The SLA shall be effective for Support & Maintenance of JamaPunji portal for 01 year. The scope of the services to be provided includes providing all possible software support that is professionally acceptable in order to resolve any issue reported by the SECP staff in the production environment. Support and Maintenance services shall be provided during SECP office timings.

Pre-Bid Meeting

In order to facilitate the potential bidders, a pre bid meeting will be arranged on July 04, 2016 at 1000Hrs to give them overview of flow system architecture of the portal and the integrations of various modules/services.

The potential bidders may study technical documentations and flow diagrams & system architecture (as per Annex “C”) at SECP IT department before submission of their bids.

Evaluation Criteria

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

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

Technical Evaluation Criteria

Technical EVALUATION CRITERIA Marks for technical evaluation =	Assigned Marks	Max Marks 60	Marks Obtained
Specific experience of the Bidder relevant to development/maintenance of website/portal in Drupal	20	Max Marks 20	
Satisfactory Services Certificate (For developing/maintaining website/portal) by three Clients (Should be current – last 5 years reference only) • Satisfactory Services Certificate by three Clients • Satisfactory Services Certificate by two Clients • Satisfactory Services Certificate by one Client	15 10 05	Max Marks 15	
Track of being in the Business (Development/Maintenance of website/portal) at least 7 years) • Being in the Business for at least 7 years • Being in the Business for 4 to 7 years • Being in the Business for less than 4 year	10 5 0	Max Marks 10	
Experience of developing web portals for Financial industry	5	Max Marks 5	
Average turnover for Last 3 years • Rs. 10 Million to 30 Million • Rs. 30 Million to 40 Million • Rs. 40 Million to 50 Million • Over 50 million	04 06 08 10	Max Marks 10	
	-		
Total Points	60	60	

Technical Documentations and Flow Diagrams & System Architecture

Documents	Status
Technical/Business Users Documentation	
Stock Simulator Guides (Back Office and Terminal)	Available
CMS End-User Manual	Available
Support Module Guide	Available
Email Account Setup Guide	Available
Mobile Applications Guide	Available in RSD
Games Guide	Available in RSD
Deployment & Hosting Guide	Available in Wiki
Videos and Demonstrators Guide	Available in RSD
Requirement Specification Documents of Portal, Mobile Apps, Games, Webinar and Simulator.	Available
Technical Design Documents of Portal, Mobile Apps, Games, Webinar and Simulator.	Available in RSD
List of Web Services and the respective consumer/integration Guide	Available in Wiki and Trading Session API Document
List of all add-ons, plugins and third party tools with their version and documentation link (Please mention associated cost (if any) in Licensing Section of this document)	Available to Admin user in Portal
Platform Upgrade Guidelines that includes all constraints related to updating the platform e.g. version of Drupal, IOS and Android etc.	Available in Wiki
Complete System Architecture Diagram with software components and their version (Must be the part of design documents for individual components)	Available with RSD
System Integration Diagrams (Must be the part of design documents for individual components)	Available with RSD
Production Environment Setup Guides (Includes VMs, their configuration and integrations etc)	Available in Wiki
Hardware/Software Requirements	
Drupal Development Machine Requirements	Available on Drupal Website
IOS Applications and games development machine requirements	Available
Android development machines requirements	Available
Unity game development environment requirements	Available
Videos (Animations/Demonstrators) development machine requirements	Available
Graphics development machine requirements	Available
Softwares/ Software Development Kits Requirement	
Operating System along with Recommended Version	Available
Drupal and related plugins emulators along with recommended version	Available
Database development clients along with recommended version	Available