



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 01/16-17

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 financially sound contractors registered with Income Tax and Sales Tax Departments for below:

“PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO, KARACHI FOR THE YEAR 2016-17”

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. for the above requirement 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 sealed bids with 5% earnest money prepared in accordance with the instructions in the bidding documents, must reach the undersigned on or before August 15th, 2016 by 1100 Hrs and will be opened on the same day at 1130Hrs.

Sajjad Ahmed – Deputy Director
Administration Department,

Securities & Exchange Commission of Pakistan

State Life building # 2, 4th Floor Wallace Road-Off I.I.Chundrigar Road, Karachi

Tel: 92-21-99213423-4

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 01 /16-17

Bids are invited for **“PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO, KARACHI FOR THE YEAR 2016-17”** through **SINGLE STAGE ONE ENVELOP METHOD**

2. The Procurement Agency is:

Securities and Exchange Commission of Pakistan

State Life building # 2, 4th Floor Wallace Road, Off. I.I.Chundrigar Road
Karachi

3. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
4. 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).
5. Rates of the photo copier and network printing services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly total photocopies and network printing will range between 60,000 to 70,000 numbers (approx.).
6. The successful bidder shall be providing at least two digital photocopier machines and one heavy duty (monochrome) network laser printer at SECP Office at Karachi.
7. Bidder shall quote (Lump sum) cost per copy, which includes A-4 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.
8. 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)., due to certain important work , the machine operator may have to stay late at the office at 6:pm, very rarely .
9. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. (2016-17) and contract/agreement may be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful bidder.
10. Bid validity will not be less than **120** days from the bidding/bid opening date.
11. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).

12. 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.
13. Tender without Security bid will not be entertained and rejected straightway.
14. The language of the bid is English and alternative bids shall not be considered.
15. The Commission reserves the right to accept or reject any or all bids.
16. Proposal received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be accepted.

17. The envelopes shall bear the following additional identification marks:

Bid for: "PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO, KARACHI FOR THE YEAR 2016-17"

- i. **Firm Name:** XYZ Firm
- ii. **Attention:** Admin. Dept., State Life building # 2, 4th Floor Wallace Road-Off. I.I.Chundrigar Rd., Karachi

18. The deadline for the submission of bids is:

Date: August 15th, 2016

Time: by 1100 Hrs.

19. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

StateLife building # 2, 4th Floor Wallace Road- Off.
I.I.Chundrigar Road, Karachi

Date: August 15th, 2016

Time: 11:30 Hrs

20. A statement **"Do Not Open Before 1130Hrs on August 15th, 2016)"** shall be clearly mentioned on the top of the sealed bid.

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