



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 04/16-17

Re-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:

IT Licensing Consultancy Services

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 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 **September 8, 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 # 04 / 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

“IT Licensing Consultancy Services”

through

SINGLE STAGE TWO ENVELOP METHOD

5. 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.
6. Initially, only the envelope marked “TECHNICAL BID” shall be opened publically. The envelope marked as “FINANCIAL BID” shall be retained.
7. 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.
8. 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
9. The bid validity period shall be 150 days.
10. The amount of the bid and earnest money/bid security shall be in Pak rupees. **The bid security shall be submitted in a third sealed envelope with the technical bid.** 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.

11. 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.
12. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
13. The bid security of successful bid will be retained and that of other bidders will be returned.
14. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Islamabad.
15. 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.
16. The language of the bid is English and alternative bids shall not be considered.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
18. 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 the bid security submitted with the bid will be forfeited in favor of the Commission.
19. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
20. 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.
21. 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.
22. Discounts (if any) offered by the bidder shall be part of the bid.
23. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
24. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
25. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to

supply goods/services to the Commission.

26. 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.
27. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
28. 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.
29. 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.
30. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
31. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
32. 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).
33. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
34. The quantities/requirements required may vary according to SECP requirement.
35. 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.
36. 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.
37. 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.
38. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
39. Clarification if any on the technical requirement may be obtained from:
 - ubaidullah.khalid@secp.gov.pk
40. The bids received after the due date and time will not be entertained.
41. Successful bidders will have to sign a legal agreement with the Commission. 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.

42. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
43. Bid(s) may be dropped in the tender box on the ground floor of the NICL Building 63 Jinnah Avenue, Blue Area, Islamabad.
44. The envelopes shall bear the following additional identification marks:

Bid for: **“IT Licensing Consultancy Services”**
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

45. The deadline for the submission of bids is:
Date: September 08, 2016
Time: 1500Hrs

46. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
NICL; Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: September 08, 2016
Time: 1530Hrs

A statement “Not to be opened before 1530 Hrs on Date: September 08, 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”
- If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

TORs for Licensing Consultant**Objectives:**

The Securities & Exchange Commission of Pakistan (SECP) envisages to have the compliance on the utilization of various software within its operations. This exercise would result in achieving the compliance through:

- Inventory of all the production software;
- Identification of the licensing gaps between the installed licenses and actual usage; and
- Selection of the licensing scheme for each software for cost effectiveness.

Requirements:

1. Prepare the inventory of all the software used in the Production environment of SECP
2. Assess the IT architecture and objectives of the Commission and recommend appropriate and optimized deployment of licenses.
3. Obtain an objective measurement of existing software usage through appropriate analytical tools & license metrics, and a comparison between installed / available licenses with existing usage.
4. Assess and analyze the License Management processes.
5. Advise about optimizing License Management processes and Purchasing Administration.
6. Evaluate optimal and cost effective software licensing requirements for all software currently in use at SECP.
7. Suggest future road map and way forward along with the risks involved, practical/ legal implications of non-compliance.
8. Suggest tools that aid in managing future compliance with software agreements.
9. Provide training to IT resources in contractual agreements, licensing policies, technical verification, compliance processes and other relevant areas.

Experience and Eligibility:

1. At least 5 years of related experience including 2-3 years’ customer facing experience in IT/asset management consulting, audit or customer management and understanding of the software industry is preferred.
2. Must be familiar and hands-on with IBM, Oracle, Microsoft and VMWare software licensing methods.
3. Certification in Licensing Management for Major Software will be a major advantage
4. Must be a corporate entity/ partnership firm

Duration and Deliverables:

1. The consultancy project must be completed within 45 days.
2. Licensing compliance detailed report covering existing shortfall.
3. Licensing optimization detailed report with merits including recommended method of licensing of different software (i.e. PVU, User based, Core based, Processor based, etc.)
4. Training of IS&TD and IT Steering Committee (ITSC).

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

SR .	SPECIFICATIONS	REQUIREMENT	WEIGHT AGE
1.	Duration to complete consultancy project	Maximum 45 days	MUST
2.	Relevant Experience	Minimum 05 years	20
3.	Client References	Minimum two (02), most recent with complete contact details	20
4.	Certification	Licensing Management for Major Software	20
TOTAL			60

NOTE: Bids NOT in compliance with **MUST** items in the evaluation criteria will NOT be evaluated for other features.