



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 06/16-17

Re-Invitation to Bid

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

1	Implementation of BPM Suite	No. T# 06(i) /16-17
2	Up-gradation / Installation / Development of Market Surveillance Suite	No. T# 06(ii) /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 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 as per following schedule:

Requirement	Last Date and Time to Receive Bids	Date and Time to Open Bids
Implementation of BPM Suite	September 20, 2016 at 1500Hrs	September 20, 2016 at 1530Hrs
Up-gradation / Installation / Development of Market Surveillance Suite	October 05, 2016 at 1500Hrs	October 05, 2016 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 # 06(ii) / 16-17**
2. 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.
3. The Securities and Exchange Commission of Pakistan invites sealed technical bids (at first stage) from suppliers based in Pakistan and registered with sales tax department, having national tax number (NTN) for “**Up-gradation/Installation/Development of Market Surveillance Suite**” through **Two Stage Bidding Procedure**.
4. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
5. 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
6. **Pre Bid Meeting:** In order to obtain full understanding of the TORs, a meeting of the bidders is scheduled on **September 20, 2016 at 1000 Hrs** at SECP Head Office. Those who wish to attend/ participate should inform the undersigned.
7. Clarification if any on the technical requirement may also be obtained by sending an email to ubaidullah.khalid@secp.gov.pk till **September 20, 2016 at 1000 Hrs** (before pre-bid meeting). **Clarification requests received after pre-bid meeting will not be entertained.**
8. The clarifications issued in respect of all queries (through email and during pre-bid meeting) will be uploaded on SECP Website by **September 21, 2016**.
9. 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.
10. The bid validity period shall be 150 days.
11. The language of the bid is English and alternative bids shall not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
13. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
14. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.

15. The quantities required may vary according to SECP requirement.
16. 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.
17. 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.
18. SECP reserves the right to disqualify/reject all those bids not confirming to mandatory requirements of the bidding document/TOR's.
19. All those bids confirming to mandatory requirements of the bidding document/TOR's shall be required to sign a non-disclosure agreement with SECP during the first stage of the bidding process.
20. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
21. 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.
22. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable

Requirements of Financial bid submission at "Second Stage"

23. *The amount of the financial bid and bid security shall be in **Pak Rupees**.*
24. *If the financial 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.*
25. *The financial bids should be accompanied by bid security (refundable) for an amount equal to 2% 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.*
26. *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.*
27. *In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.*
28. *The bid security of successful bidder will be retained and that of other bidders will be returned.*
29. *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 resulting of forfeiture of bid security in favor of SECP.

30. *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.*

31. *Discounts (if any) offered by the bidder shall be part of the bid.*

32. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**

33. Bids received will be evaluated as per technical evaluation criteria given in the TORs and process will be carried out as per methodology brief.

34. The place of bid destination is **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

Bid for : **“Up-gradation/Installation/Development of Market Surveillance Suite”**

Bidder Name : XYZ

Attention : M. Ubaidullah Khalid
Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

36. The deadline for the submission of bids is:

Date: October 05, 2016

Time: 1500Hrs

37. The bid opening shall take place at:

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

Date: October 05, 2016

Time: 1530Hrs

38. A statement “**Not to be opened before 1530 Hrs. on October 05, 2016**” shall be clearly mentioned on the top of the sealed bid.

39. The bids received after the due date and time will not be entertained.

40. The SECP’s decision will be final and binding in all matters relating to this invitation.

41. 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.

42. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
43. The SECP reserves the right to amend/change/revise the TORs of invitation if deemed necessary. The successful bidder shall have to provide the services accordingly.

Note:

- **The attachment details are as under**

1. Terms of Reference (Separate Document)	Annex “A”
2. Evaluation Criteria (Separate document)	Annex “B”
3. Methodology Brief of Two Stage Bidding Procedure	Annex “C”
4. Bidder Information Form	Annex “D”
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Methodology Brief of Two Stage Bidding Procedure**a. First Stage:**

- i. The bidders shall first submit, according to the required specifications, a technical proposal without price;
- ii. The technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features.
- iii. After such discussions, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of SECP.
- iv. SECP may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria.
- v. Revisions, deletions, modifications or additions will be communicated to all the bidders equally at the time of invitation to submit final bids, and that sufficient time will be allowed to the bidders to prepare their revised bids. Such allowance of time shall not be less than fifteen days.
- vi. Those bidders not willing to conform their respective bids to the SECP's technical requirements will be allowed to withdraw from the bidding.

b. Second Stage:

- vii. the bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of SECP, shall be invited to submit a revised technical proposal along with the financial proposal.
- viii. the revised technical proposal and the financial proposal shall be opened at a time, date and venue announced and communicated to the bidders in advance.
- ix. the revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above. The bid found to be the best evaluated bid shall be accepted.

Bidder Information Form

1. **Name of Bidder** : _____
2. **NTN#** : _____
(Please attach Copy of NTN Certificate)
3. **GST#** : _____
(Please attach Copy of GST Certificate)
4. **Contact Person** : _____
5. **Contact number** : _____
6. **Postal address** : _____

7. **Email address** : _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached 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 by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Signature _____

Name with Official Stamp _____

Date _____