



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 08/16-17

Invitation to Bid

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

S. No.	Renewal Requirements	Identification No.
1.	Renewal of Kaspersky Antivirus Suite Support	[T# 08 (i) /16-17]
2.	SLA and Co-Brand of CISCO Equipment	[T#08 (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 on or before **October 21, 2016 at 1500Hrs** 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 # 08 (ii) / 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 registered with sales tax department, having national tax number (NTN) for

SLA and Co-Brand of CISCO Equipment

through SINGLE STAGE ONE ENVELOP METHOD

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. 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.
7. 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.
8. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
9. The bid validity period shall **be 150 days**.
10. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (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 earnest money or with less amount of earnest money 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. 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.
14. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
15. 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.
16. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable
17. The language of the bid is English and alternative bids shall not be considered.
18. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year and proof of company as legal entity.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
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 submit an affidavit with the bid that the bidder is not blacklisted by any organization.
24. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
25. 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).
26. 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.
27. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
28. The quantities required may vary according to SECP requirement.

29. 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.
30. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
31. 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.
32. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
33. Clarification if any on the technical requirement may be obtained from: ubaidullah.khalid@secp.gov.pk
34. The earnest money of successful bid will be retained and that of other bidders will be returned.
35. Bid qualifying all requirement and quoting lowest cost will be selected.
36. The place of bid destination is: **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
37. Sealed bids must be dropped in the Tender Box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
38. The envelopes shall bear the following additional identification marks:

Bid for:	“SLA and CO-BRAND of CISCO Equipment”
Bidder Name:	XYZ Firm
Attention:	M. Ubaidullah Khalid Assistant Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

39. The deadline for the submission of bids is:

Date: October 21, 2016
Time: 1500Hrs

40. 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 21, 2016
Time: 1530Hrs

41. **A statement “Not to be opened before 1530Hrs on October 21, 2016” shall be clearly mentioned on the top of the sealed bid.**
42. The bids received after the due date and time will not be entertained.
43. Successful bidder will have to sign a legal agreement with the Commission initially for the period mentioned and extendable to any period mutually agreed. Details of the legal agreement are attached as Annex “B”.
44. 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	Annex “A”
2. Details of Legal Agreement	Annex “B”
3. Sample Agreement (Separate Document	Annex “C”
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference

SLA/Smart Net Services are required for the following Cisco Equipment currently in use at SECP:

1. Hardware Details

S. No.	ITEM	TYPE	QTY	Duration
1	Cisco 2951	Router	1	For a period of 12 months
2	Cisco 2921	Router	1	
3	Cisco 2901	Router	1	
4	Cisco 2821	Router	4	
5	Cisco 3845	Router	2	
6	Cisco 2811	Router	5	
7	Cisco ASA 5540	Firewall	1	
8	ASA5540-AIP20-K9	Firewall (IPS)	1	
9	Cisco 4507	Core-Switch	1	
10	Cisco 6509	Core-Switch	1	
11	Cisco 3560G POE (48	Switch	3	
12	Cisco 3560G (48 Port)	Switch	3	
13	Cisco 2960 (48 Port TC-S)	Switch	6	

2. Services

SLA/Smart Net services for the above mentioned equipment.

Legal Agreement Details

Agreement will be signed with the selected vendor/service provider which must cover at least the following:

- 02 x copies of the agreement should be submitted to SECP.
- First page of the agreement should be on a legal stamp paper of worth Rs.100/-.
- Agreement should mention items in stock/reserve maintained for SECP.
- Agreement should mention the response time for support.
- Agreement should also mention the escalation matrix for support.
- Terms of support agreement/SLA w.r.t problem resolution/part delivery (8 x 5 x NBD).
- Coverage of firmware/IOS upgrades for all above devices.