



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 10/16-17

INVITATION TO BID

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

S. No.	Renewal Requirements	Identification No.
1.	Hiring of Cafeteria Services	[T# 10 (i) /16-17]
2.	Renewal of Kaspersky Antivirus Suite Support	[T#10 (ii) /16-17]
3.	Smart Net Services of CISCO Equipment	[T#10 (iii) /16-17]
4.	Designing and Printing of Investor Education Material	[T#10 (iv) /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 **November 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-437/378) during Office Hours (Monday to Friday excluding Public Holidays)

Asst. Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 10 (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 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 **“Renewal of Kaspersky Antivirus Suite Support”** through **SINGLE STAGE ONE ENVELOP METHOD**
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 tender may be obtained from the undersigned personally or by visiting the SECP website:
www.secp.gov.pk/procurement.asp
6. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Commission would be final and binding on 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. The bid validity period shall be 150 days.
9. The amount of the bid and bid security shall be in Pak rupees. The 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 or with less amount of bid security will not be entertained.
10. 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.
11. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
12. 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.

13. 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.
14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bid.
16. 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 tender will not be entertained and may disqualify the original offer.
17. 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.
18. Discounts (if any) offered by the bidder shall be part of the bid.
19. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
20. Comprehensive warranty & onsite Support for mentioned years shall be given at Islamabad, Karachi, Lahore, Multan, Sukkur, Faisalabad, Peshawar, and Quetta Offices (if applicable).
21. 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).
22. The equipment/renewals supplied/provided must be duty paid in respect of all applied duties and taxes.
23. The quantities required may vary according to SECP requirement.
24. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
25. 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.
26. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
27. 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.
28. 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.
29. 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 bid security submitted with the bid will be forfeited in favor of the Commission.

30. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
31. Licenses renewal time shall be maximum 1-2 weeks from the date of the order.
32. 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.
33. Clarification if any on the technical requirement may be obtained from:
○ ubaidullah.khalid@secp.gov.pk
34. The bid security of successful tenders will be retained and that of other bidders will be returned.
35. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
36. The envelopes shall bear the following additional identification marks:

Bid for: “Renewal of Kaspersky Antivirus Suite Support”

Bidder Name: Firm

Attention: **M. Ubaidullah Khalid**

Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

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

38. The bid opening shall take place at:

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

Date: November 28, 2016

Time: 1530 Hrs

39. A statement “**Not to be opened before 1530 Hrs on November 28, 2016**” shall be clearly mentioned on the top of the sealed bid.
40. Bid(s) received after the due date and time will not be entertained.
41. The SECP reserves the right to amend/change/revise the TORs of tender 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. Technical 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.**

TERMS OF REFERENCE

Renewal of Anti-Virus Licenses as under:

SR	DESCRIPTION	QUANTI TY	DURATION
1.	Kaspersky Total Security for Business (For Workstations, File Servers, Internet Security and Mail Security etc.)	775	1 Year (Existing License Details: Date of License: 30-11-2015 Expiration Date: 30-12-2016)
2.	After sales technical support via phone and email from (9:00am to 5:00pm, Monday to Friday) for whole license duration.	01	

Evaluation Criteria:

Bids will be evaluated on the basis of their technical & financial proposals as under:

Technical Evaluation Criteria:

SR. NO.	ATTRIBUTE	REQUIREMENT	MARKS/ MUST
1.	Kaspersky Total Space Security for Business	775 Licenses Renewal	MUST
2.	License duration	01 Year	MUST
3.	Principal partnership letter	Submitted with quote	MUST
4.	After sales support via phone and email 9:00 AM to 5:00 PM for whole license duration	Offered with quote	MUST
TOTAL MARKS			--

Note: Bid qualifying all the requirements and quoting lowest price will be selected.