



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 05/IT/16

Invitation to Bid **Disposal of IT Assets**

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of IT assets which includes Desktops, Notebooks, Printers, Scanners and UPS.

To view the assets for disposal, interested parties may visit Commission's regional offices at Lahore and Karachi from 1000Hrs to 1600 Hrs during any working day. The "Invitation to bids" documents with detail terms & Conditions may be obtained by visiting the SECP website:

www.secp.gov.pk/procurement.asp

The assets are offered for disposal on "AS IS WHERE IS" basis.

The sealed bid (s) must reach at below mentioned address (i.e through courier or by hand) by 1500Hrs, December 05, 2016 and will be opened on the same day at 1530Hrs.

Deputy Director, (Administration)

4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad

051-9207094, Ext# 302

Terms and Conditions for Bids and Bidders

1. "Invitation to Bids" Identification Number # T# 05/IT/16.
2. Bids are invited for "Disposal of IT Assets".
3. The Asset Disposing Agency is "The Securities and Exchange Commission of Pakistan".
4. Bid Validity period should be 90 days.
5. The amount of the bid shall be in Pak Rupees.
6. If the bid (s) is withdrawn after opening and before the completion of disposal process i.e. identification of successful bidders, then such bid (s) will be cancelled.
7. The Commission does not pledge to accept the highest bid and reserves the right of disposing full or part assets offered and bidders should buy the same at the rates quoted by them.
8. 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 tender.
9. Interested parties may visit to view the assets for disposal at Commission's Head Office from 1000Hrs to 1600 Hrs on any working day. (Monday – Friday).
10. The language of the bid is English and alternative bids may not be considered.
11. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
12. 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.
13. 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.
14. 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 / received.
15. Bid shall comprise a single package containing one envelope and submitted on prescribed format. (Annex B).
16. Each envelope shall bear the following identification marks in bold and legible letters:

Bid for : Disposal of IT Assets

Name of Interested Party : _____

17. The deadline for the submission of bids is:

Date: December 05, 2016

Time : 1500 Hrs.

18. The bid opening shall take place on:

Date: December 05, 2016

Time : 1530 Hrs

19. A statement "Do Not Open Before 1530Hrs on "December 05, 2016" shall be clearly mentioned on the top of the sealed bid.

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

21. Successful bidder will have to deposit the quoted price within three working days of the date of firm written offer by the Commission, otherwise Commission will have the right to declare the next highest bidder as successful bidder.

22. On receipt of full payment from successful bidder, successful bidder will be required to get the bought assets shifted (on his/her own) within 07 working days, otherwise, Commission will not take any responsibility of the sold assets.

23. The Commission reserves the right to accept or reject any or all offers without assigning any reason.

24. 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.

25. Major quantities are available in Karachi and Lahore, however few of items are placed in regional offices. Contact Person to be contacted to view the items:

1-CRO Karachi:

Mr. Sajjad Ahmed,
Deputy Director,
Tel: 0321-9210952
State Life Building-2,
Company Registration Office, 4th Floor North Wing, Wallace Road, Karachi

2. CRO Lahore:

Mr. Muhammad Ali Tahir,
Tel: 0321-4068176
Company Registration Office, Associate House, 3rd & 4th Floor,
7-Egerton Road, Lahore

3. CRO Islamabad:

Mr. Haris Jahangir,
Company Registration Office, State Life Building No. 7, Blue Area, Islamabad.
Ph: - 051-9206219

4. CRO Faisalabad:

Muhammad Asghar Baig,
Company Registration Office, 2nd Floor, Faisalabad Chamber of Commerce & Industry Building
East Canal Road, FAISALABAD.
Tel: 041-9230264

5. CRO Peshawar:

Mr. Saqib Aslam,
Company Registration Office, State Life Building, 1st Floor The Mall, Peshawar Cantt.
PESHAWAR. Ph: 091-9213178

6. CRO Sukkur:

Muhamad Ismail Sheikh,
Company Registration Office, House No. 4, Sindhi Housing Society, Airport Road, SUKKUR.
(Tel: 071-5633757).

7. CRO Quetta:

Mr. Muin-ul-Sami Qureshi,
Company Registration Office, Ground Floor, Aiwan-e-Mashriq, Plot #4-A, Shahrah-E-Hali, Model
Town,
QUETTA CANTT. Ph: 081-2844136

26. To get any clarification/details, following person may be contacted,

Head Office:

Mr. Zahid Ul Hassan,
Assistant Director,
Tel: 9207091-4 Ext 302. Cell # 0300-5007696
Securities and Exchange Commission of Pakistan,
NICL Building, Jinnah Avenue, Blue Area, Islamabad-44000, Pakistan.

Note:

Attachment Details are as under:-

- 1. List of IT Assets, Annex "A",**
- 2. Bid Submission Form, Annex "B",**

If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

"Annexure-A"

Desktops:

Sr #	Description/Brand	Qty
1	HP Compaq 2700	25
2	HP Compaq 381	24
3	HP 6100	4
4	Dell Optiplex 330	3
5	Dell Optiplex 775	3
6	Dell Gx520	39
7	Dell L 60	5
8	Acer Veriton 460	4
9	IBM Think Center	31
	Total:	138

Notebooks:

Sr #	Description/Brand	Qty
1	Dell D830	2
	Total:	2

Printers:

Sr #	Description/Brand	Qty
1	HP 4050	5
2	HP 4050	1
3	Samsung 2010	3
4	Samsung 2010	6
5	Samsung 2010	2
6	Lexmark 250E	1
7	HP 1320	1
	Total:	19

Scanners:

Sr #	Description/Brand	Qty
1	HP 7400	3
2	HP 7400	1
3	HP 8460	3
	Total:	7

UPS:

Sr #	Description/Brand	Qty
1	Smart UPS 8000	4
2	Smart UPS 3000	5
3	Inform (6 KVA)	2
4	Smart UPS 5000	1
5	INET (2.2 KVA)	1
6	UMART Lan Mate ATM (2 KVA)	1
7	Smart UPS 3000	2
8	UPS (2.2 KVA)	1
9	HP .5 KVA	1
10	Smart UPS 8000	1
11	Smart UPS 8KVA	1
12	UMART 2KVA	1
13	Smart UPS 5 KVA	5
14	Smart UPS 8 KVA	2
15	Smart UPS 3 KVA	3
16	Smart UPS (3 KVA)	2
17	UMART-LANMATE 1000 (1KVA)	1
18	Smart UPS (5 KVA)	1
19	Smart UPS (3 KVA)	1
	Total:	36

Bid Submission form

1. Bid for Asset: _____
2. Name of Interested Party: _____
3. CNIC# _____
4. NTN# _____
5. Offered Price: _____
6. Contact Number: _____
7. Postal Address: _____
8. Email Address: _____

Bid Price w.r.t assets for which bid is submitted for

Sr. No	Name of Assets	Qty	Offered Price (PKR)
1	Desktops	138	
2	Notebook	02	
3	Printers	19	
4	Scanners	07	
5	UPS	36	
	Total Offered Price:		

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

Name: _____
Signature: _____
Date: _____