



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:** **T # 10 (iv) /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 suppliers based in Pakistan and having offices in all major cities of Pakistan and registered with sales tax department, having national tax number (NTN) for

“Designing and Printing of Investor Education Material”

through

SINGLE STAGE ONE ENVELOP METHOD

5. Bid shall comprise a single envelope containing technical and financial bid along with the bid security.
6. 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
7. Clarification if any may also be obtained by sending an email to sajid.gondal@secp.gov.pk.
8. Bid should be valid for 150 (one hundred and fifty) calendar days from the date of opening of bids.
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 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. The bid security of successful bid will be retained and that of other bidders will be returned.
13. If the bid is withdrawn before the expiry of its validity then the bid security will be forfeited in favor of the SECP, Islamabad.
14. 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 rejected.
15. The language of the bid is English and alternative bids shall not be considered.
16. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
17. 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.
18. 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.
19. 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 SECP.
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 at the time of bid submission 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. If the successful bidder fails to maintain the specifications (quality/quantity) of the supplies, the earnest money shall stand forfeited in favor of SECP and issued Purchase Order shall stand cancelled.
32. The quantities required may vary according to SECP requirement.
33. 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.
34. Bid qualifying all requirement and quoting lowest cost will be selected.
35. The successful bidder will be responsible for overall designing, content development, editing of the material.
36. The successful bidder will also arrange collection of material and delivery of publication from the Media and Corporate Communications Department/IE&IER Department of the SECP and will be bound to return packed printed publication of highest standard.
37. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
38. Sealed bids may be dropped in the TENDER BOX placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
39. The envelopes shall bear the following additional identification marks:

Bid for: "Designing and Printing of Investor Education Material"
Bidder Name: XYZ
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

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

41. 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

42. A statement “**Not to be opened before 1530 Hrs on November 28, 2016**” shall be clearly mentioned on the top of the sealed bid.

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

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. Specification of Booklet	Annex “A”
2. Specifications of Flyer	Annex “B”
3. Specifications of Stationary items	Annex “C”

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Specifications for Designing and Printing of Booklets**Booklets**

1. No of Booklets: 6
2. Booklet Size: 6" x 8"
3. 4 colors printing
4. Inner Pages: 16- 24 ; Matt paper 128 gm
5. Title/Cover Pages: 310 gram Art Card with mate lamination
6. Designing of booklet by the vendor
7. Quantity required may vary as per requirement, however, rate as per under mentioned slab will be required:
 - a. Upto 1,000
 - b. 1,001 to 2000
 - c. 2001 to 3000
 - d. 3001 to 4000
 - e. 4001 to 6000
 - f. above 6000

Rates Required to be Quoted by the Bidders

S. No.	Description	Qty	Unit Rate incl. Taxes (Rs.)	Total Amount incl. Taxes (Rs.)
1.	Printing with designing of Each Booklet (inner pages 16-24)	Upto 1,000		
2.		1,001 to 2,000		
3.		2,001 to 3,000		
4.		3,001 to 4,000		
5.		4,001 to 6,000		
6.		Above 6,000		
7.	Rate per page (in case the number of inner pages increases than as specified above)*			
8.	Rate per page (in case the number of inner pages decreases than as specified above)*			
9.	Any other cost (Please specify)			

**SECP reserves the right to apply the rate per page as given in "g" for the increase and rate per page as given in "h" for decrease in number of inner pages of the final booklet at the time of the payment.*

Note:

- i. Detail of costs should be provided.
- ii. Quantity of the booklets/notebooks may increase or decrease.

Specifications for Designing and Printing of Flyers

1. No of Flyers: 2
2. Size: A-4; 135gm Matt paper
3. Single page; double side; Multifold
4. 4 color Printing
5. Designing of Flyer by the vendor
6. Quantity required may vary as per requirement, however, rate as per under mentioned slab will be required:
 - a. Upto 25,000
 - b. 25,000 to 50,000
 - c. 50,000 to 100,000
 - d. above 100,000

Rates Required to be Quoted by the Bidders

S. No.	Description	Qty	Unit Rate incl. Taxes (Rs.)	Total Amount incl. Taxes (Rs.)
10.	Printing & Designing of Each Flyer (inner pages 16-24)	Upto 25,000		
11.		25,000 to 50,000		
12.		50,001 to 100,000		
13.		Above 100,000		
14.	Any other cost (Please specify)			

Note:

- i. Detail of costs should be provided.
- ii. Quantity of the flyers may increase or decrease.

Specifications for Designing and Printing of Stationary items

1. Jamapunji Letterhead Size :210 mm x 297 mm
 2. Jamapunji Envelope (small) Size: 9” x 4” Inch
 3. Jamapunji Envelope (large) Size: 10” x 12” Inch
- Paper: 90 gm offset
 - 4 color Printing
 - Designing by the vendor.
 - Quantity required may vary as per requirement, however, rate as per under mentioned slab will be required:

Rates Required to be Quoted by the Bidders

S. No.	Description	Qty	Unit Rate incl. Taxes (Rs.)	Total Amount incl. Taxes (Rs.)
15.	Printing & Designing of Jamapunji Letterhead	Upto 2,000		
16.	Printing & Designing of Jamapunji Envelopes (small)	Upto 1,000		
17.	Printing & Designing of Jamapunji Envelopes (large)	Upto 1,000		
18.	Any other cost (Please specify)			

Note:

- i. Detail of costs should be provided.
- ii. Quantity of the items may increase or decrease.