

**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

No. T# 12/16-17

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.	Requirements	Identification No.
1.	Supply of UPS	[T# 12 (i) /16-17]
2.	Hosting of SECP Web Services on Dedicated Server	[T#12 (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 **December 14, 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 # 12 (i) / 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 having offices in all major cities of Pakistan and registered with sales tax department, having national tax number (NTN) for

“SUPPLY OF UPS”

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 bid validity period shall be 150 days.
7. 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.
8. 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.
9. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
10. The bid security of successful bid will be retained and that of other bidders will be returned.

11. 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.
12. 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.
13. The language of the bid is English and alternative bids shall not be considered.
14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
15. 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.
16. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents. Bids complying with following mandatory requirements shall only be considered for technical evaluation:
 - a. Provision of Income Tax Certificate
 - b. Provision of Sales Tax Certificate
 - c. Copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals.
 - d. Provision of Technical details/brochures and literature pertaining to the offered UPS must be submitted with the bid.
 - e. Provision of Certificate with the bid that the equipment to be delivered shall be new and in no case used or refurbished. The component of the equipment should be assembled by the manufacturer.
 - f. Provision of certificate that the equipment shall be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end, copies of the shipping documents shall be deposited.
 - g. Provision of Certificate that successful bidder shall submit original **Bill of Entry** and Packing list at time of delivery of equipment.
17. 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.
18. 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.
19. Discounts (if any) offered by the bidder shall be part of the bid.
20. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
21. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
22. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.

23. 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.
24. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
25. 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.
26. 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.
27. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
28. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
29. 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).
30. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
31. The quantities required may vary according to SECP requirement.
32. 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.
33. 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.
34. 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.
35. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
36. Clarification if any on the technical requirement may be obtained from:
ubaidullah.khalid@secp.gov.pk
37. The bids received after the due date and time will not be entertained.
38. Successful bidders shall be bound to supply ordered equipment within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO value.
39. The place of destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

Bid for:	“Supply of UPS”
Bidder Name:	XYZ
Attention:	M. Ubaidullah Khalid Assistant Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

41. The deadline for the submission of bids is:

Date: December 14, 2016
Time: 1500Hrs

42. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
NICL; Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: December 14, 2016
Time: 1530Hrs

A statement “Not to be opened before 1530 Hrs on Date: Date: December 14, 2016” shall be clearly mentioned on the top of the sealed bid.

Note:

- The attachment details are as under

1. Terms of Reference

Annex “A”

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

Terms of Reference – Supply of UPS**DESIRED DELIVERY LOCATION:**

UPS Capacity Requirements			
Description	Required Capacity	Required Quantity	Delivery Location
Online Double Conversion UPS	2 kVA	05	Head Office: 04 and Quetta: 01
TOTAL		05	

EVALUATION CRITERIA (To be filled and attached with quotation along with the proof)

Sr. No.	Requirement	Mandatory/ Marks	Compliance (Yes / No/ Partial with explanation)
1.	Shipping Documents for UPS (must be claimed in quotation and provided on delivery)	MUST*	
2.	Genuine and New Parts, not refurbished (Must be claimed in quotation and verification on delivery through Import document)	MUST*	
3.	Authorized Distributorship/ Partner/ Reseller letter	MUST*	
4.	Smart Card/ NMC with SNMP support (RJ-45 Serial, Smart-Slot)	MUST*	
5.	Internal Battery modules installed in UPS	MUST*	
6.	Topology (Double Conversion Online)	MUST*	
7.	General & Technical compliance sheets must be attached with the quotation.	MUST*	
8.	General Technical Compliance	MUST*	
9.	Technical Compliance	MUST*	

*** Bids not in compliance with MUST requirements will be rejected upfront and will not be evaluated.**

NOTE:

1. Requirements sheet **MUST** be filled and attached with the quotation; otherwise the quote will not be evaluated.
2. Compliance claimed **MUST** be supported by documentary evidence where required.

General Technical Compliance: (Must be filled and attached with quotation along with proof)


GENERAL TECHNICAL COMPLIANCE SHEET (All quoted UPS should comply)

Sr.	Requirement	Specification	Compliance (YES/NO/ Partial with explanation)
1.	Distributor/ Partner/ Reseller presence	Distributor/ reseller must have local presence in major cities of Pakistan at least for onsite support.	
2.	Delivery & Installation	Delivery & installation within 6-8 weeks in Head office and Quetta will be the responsibility of the vendor.	
3.	Installation, Cabling & Commissioning	Installation, cabling & commissioning with completion report shall be submitted at SECP Head Office, Islamabad.	
4.	Warranty and Support	1 Year comprehensive warranty and support for all consumable (batteries) / non-consumable parts.	
5.	Wave Form Type	Pure Sine Wave	
6.	Form Factor	Tower	
7.	Bypass	Internal Bypass (Automatic and Manual), EPO	
8.	Output Voltage Distortion	Less than 3%	

NOTE:

1. General compliance sheet **MUST** be filled and attached with the quotation; otherwise the quote will not be evaluated.
2. Compliance claimed **MUST** be supported by documentary evidence where required.

TECHNICAL SPECIFICATIONS COMPLIANCE SHEET FOR 2KVA UPS (Must be filled in and attached with quotation along with the proof)

2 kVA UPS Specifications Compliance Sheet			
Sr. No.	Requirement	Specification	Compliance (YES/NO/ Partial with explanation)
	Brand	APC or Equivalent	
	Model	Smart-UPS RC 2000VA 230V or equivalent	
	Output Power Capacity	1600 Watts / 2000 VA	
	Output Power Factor	0.8 (Minimum)	
	Input Power Factor (at full load)	0.97	
	Output Voltage Distortion	Less than 3%	
	Nominal Input/ Output Voltage	230V	
	Output Connections	(6) IEC 320 C13 	
	Input Connections	IEC-320 C20	

	Input voltage range for main operations	180V - 280V	
	Input/output power chords	Included for all I/O Connections required	
	Efficiency at full load	Minimum 92%	
	Topology	Double Conversion online	
	Waveform Type	Pure Sine Wave	
	Battery Modules	Included	
	Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak-proof	
	Typical recharge time	4.50 hour(s) (Maximum)	
	Surge Protection	Built-in surge protection and bypass	
	Surge energy rating	420 Joules	
	Noise Filtering	Full time multi-pole noise filtering :5% of IEEE surge let-through : zero clamping response time: instantaneous	
	RoHS	Compliant	
	Warranty	1 Year comprehensive warranty and support for all consumable (batteries) / non-consumable parts.	
	Delivery Time	Within 6-8 Weeks	
	After Sales Support	Installation and after sales support to be covered in Head Office (Islamabad) or any other SECP office in Pakistan (Major cities)	

NOTE:

1. Specification compliance sheet **MUST** be filled and attached with the quotation; otherwise the quote will not be evaluated.
2. Compliance claimed **MUST** be supported by documentary evidence where required.