



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 01/IT/01/2017

### **Invitation to Bid** **Disposal of IT and office Equipment**

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of IT and office equipment which includes following items,

Assets Detail	Qty
Desktops Dell Vostro	152
HP 4430s Laptops	91
Photocopiers	08
Air Conditioners	19
Chairs and Tables	90
Junk Items	Miscellaneous as per list

To view the assets for disposal, interested parties may visit Commission's head office in Islamabad and regional offices in other cities from 1000Hrs to 1600Hrs 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](http://www.secp.gov.pk/procurement)

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, January 31, 2017 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# 01/IT/01/2017.
2. Bids are invited for "Disposal of IT Assets and other office equipment".
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 If the bid (s) is withdrawn after opening and before the completion of disposal process i.e. identification of successful bidders, then such bid (s) will be cancelled.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 and regional offices 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 offers 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 and Other equipment**

**Name of Interested Party :** \_\_\_\_\_

17. The deadline for the submission of bids is:

Date: January 31, 2017  
Time : 1500 Hrs.

18. The bid opening shall take place on:

Date: January 31, 2017  
Time : 1530 Hrs

19. A statement "Do Not Open Before 1530Hrs on "January 31, 2017" 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 offer 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. Transportation charges shall be borne by the bidder.

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. Interested parties are required to submit their proposal separately for IT assets and Other office equipment as per list.

25. To visit IT assets and other office equipment, following offices may be visited. Contact Person details are as follows;

**1-CRO Karachi:**

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

**2. CRO Lahore:**

Mr. Muhammad Ali Tahir,  
Tel: 0321-4068176  
Company Registration Office, Associate House, 3<sup>rd</sup> & 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, 2<sup>nd</sup> 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, 1<sup>st</sup> 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

**8. Head Office:**

Mr. Raheel Anees  
Assistant Director (Administration)  
Tel: 9207091-4 Ext 302. Cell # 0300-5007696/0333-5244499  
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 and Office Equipment (Annexure-A & B).
2. Bid Submission Form for IT Assets (Annexure-C)
3. Bid Submission Form for Office Equipment (Annexure-D)

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

**“Annexure-A & B”**

**List of IT Assets:**

<b>Sr. No</b>	<b>Model</b>	<b>Qty</b>	<b>Currently Available at</b>
01	Dell Vostro Desktops (Monitor + CPU)	152	93 (Islamabad) 33 (Karachi), 23 (Lahore), 03 (Peshawar)
02	HP 4430s Laptops	91	66(Islamabad) 25 (Karachi)
	<b>Total</b>	<b>243</b>	

**List of Office equipment and Other Items:**

*“Please refer to the SECP website”*

**Bid Submission form for IT Assets (only)**

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			
2			
3			
4			
5			
	<b>Total Offered Price:</b>		

*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:** \_\_\_\_\_

**Bid Submission form for Office Equipment's (only)**

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)
	<b>Total Offered Price:</b>		

*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:** \_\_\_\_\_

