



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 15/16-17

INVITATION TO BID

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

| S. No | Requirements | Identification No. |
|--------------|---|---------------------------|
| 1. | Manpower Outsource Services | T# 15 (i)/16-17 |
| 2. | Out Sourcing of Photocopier & Network Printing Services at CRO, Islamabad for one year. | T# 15 (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. for the above requirement are available for the interested bidders from the undersigned and can also be downloaded from www.secp.gov.pk/procurement/ free of cost.

The sealed bids prepared in accordance with the instructions in the bidding documents, must reach the undersigned on or before February 14, 2017 by 1500 Hrs and will be opened on the same day at 1530Hrs.

Deputy Director (Administration)

Say No to Corruption

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 15 (ii) / 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. SECP invites sealed bids from suppliers/service providers registered with **Income Tax and sales tax department**, having national tax number (NTN) for

“Outsourcing Photocopier & Network Printing Services at CRO, Islamabad”
through

SINGLE STAGE ONE ENVELOP METHOD

5. Bid shall comprise a single package containing technical and financial bid/proposal 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. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
8. The bidders should be registered with income tax department or (NTN) and the NTN number must be mentioned in the quotation. A copy of NTN Registration Certificate should be attached along with contact person's name, designation, complete postal address, and telephone & Fax number(s).
9. The successful bidder shall provide at least one digital photocopier machine and one heavy-duty (monochrome) network laser printer at SECP CRO Office at Islamabad.
10. Bidder shall quote (Lump sum) cost per copy, which includes charges for A-4 size 80 gram imported paper, toner, maintenance of machine and expense on all consumable accessories. Total number of photocopies and network printing will be about 30,000 (approx.) per month.
11. The successful bidder will also provide a machine operator deputed at SECP's CRO office in Islamabad from 9:00am to 6:00pm (Monday to Friday). On very rare occasion, for certain

important work, the machine operator may require to stay late at the office at 7:pm.

12. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. one-year. The contract/agreement can be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the SECP and the successful bidder.
13. Bid validity will not be less than 120 days from the bid opening date.
14. The SECP shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).
15. Along with tender documents, the bidder should deposit/submit earnest money (refundable) for an amount equal to 5% of the total quoted price (Inclusive of applicable Taxes). The earnest money should be in shape of either, pay-order or demand draft in favor of the Securities and Exchange Commission of Pakistan.
16. Tender without bid earnest money will not be entertained and rejected straightway.
17. The language of the bid is English and alternative bids shall not be considered.
18. The SECP reserves the right to accept or reject any or all bids.
19. Bids received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be entertained.
20. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
21. The envelopes shall bear the following additional identification marks:

| | |
|---------------------|--|
| Bid for: | “Outsourcing of Photocopier & Network Printing Services at CRO Islamabad” |
| Bidder Name: | XYZ |
| Attention: | Muhammad Sajid Gondal Deputy Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad |

22. The deadline for the submission of bids is:
Date: February 14, 2017
Time: 1500Hrs

23. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

NICL; Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: February 14, 2017

Time: 1530Hrs

A statement “Not to be opened before 1530Hrs on Date: February 14, 2017” shall be clearly mentioned on the top of the sealed bid.

24. Bids received after the due date and time will not be entertained
25. Only registered firms/companies who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the SECP.
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.