



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

No. T# 18/16-17

Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from Suppliers/Service Providers registered with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for following services:

Out Sourcing of Photocopier & Network Printing Services at CRO, Islamabad

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 **April 14, 2017 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) Email: ubaidullah.khalid@secp.gov.pk Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. **Tender Identification Number: TENDER # 18 / 16-17**
2. 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.
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

4. The Securities and Exchange Commission of Pakistan (SECP) invites sealed bids from registered insurance/takaful companies/firms with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for:

“Out Sourcing of Photocopier & Network Printing Services at CRO, Islamabad”

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 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.
7. SECP is not bound to accept the lowest bid and reserves the right to accept full or partial services/benefits offered and bidders should provide the same at the rates finalized between the agency and the bidder.
8. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
9. The bid validity period shall be 150 days.
10. 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) (*and as per calculation method prescribed in TORs below*) 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**. The bids not accompanied by bid security or with less amount of bid security may not be entertained.
11. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.

12. 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.
13. The bid security of successful bid will be retained and that of other bidders will be returned.
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 ignored.
15. The language of the bid is English and bids in any other/alternative language 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. The rate quoted shall correspond to 100% of the requirements specified. The rate 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. Free of cost benefits (if any) offered by the bidder shall be part of the bid.
20. Discounts (if any) offered by the bidder shall be part of the bid.
21. The quantities/strength /requirements required may vary according to SECP requirement.
22. 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 the bid security submitted with the bid will be forfeited in favor of the Commission.
23. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year.
24. The proof of bidder's existence as a legal entity and an affidavit that the bidder is not blacklisted by any organization must be presented with the bid.
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/she files his/her 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. Services provided must be paid in respect of all applied duties and taxes.
29. 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.

30. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
31. Clarification if any on the requirement may be obtained from: ubaidullah.khalid@secp.gov.pk
32. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad.
33. The envelopes shall bear the following additional identification marks:

Bid for: "Out Sourcing of Photocopier & Network Printing Services at CRO, Islamabad"

Bidder Name: XYZ

Attention: **M. Ubaidullah Khalid**
Deputy Director, Admin, SECP, 4th Floor
Securities and Exchange Commission of Pakistan
NICL Building, 63 Jinnah Avenue, Islamabad

34. The deadline for the submission of bids is:
Date: April 14, 2017
Time: 1500 Hrs
35. The bid opening shall take place at:
Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Date: April 14, 2017
Time: 1530 Hrs
36. A statement "**Not to be opened before 1530 Hrs on April 14, 2017**" shall be clearly mentioned on the top of the sealed bid.
37. The bids received after the due date and time will not be entertained.
38. Bid found in compliance with all the requirements of the bidding documents and TORs and offering lowest rate shall be selected.
39. Successful bidder will have to sign a legal agreement with SECP initially for the period of one year and extendable to a maximum period of three years, if agreed mutually by both parties. All the services shall be in accordance with the agreement signed between the parties' i.e., SECP and the successful bidder;

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 (TOR's)

The Commission is desirous to **Out Source of Photocopier & Network Printing Services at CRO, Islamabad**

1. 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.
2. 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.
3. Total number of photocopies and network printing will be about 30,000 (approx.) per month. It may be noted that it is an estimated quantity which may increase or decrease.
4. 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 rear occasion, for certain important work, the machine operator may require to stay late at the office at 7:pm.
5. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. one-year. The contract/agreement can be extended to a maximum period of three years, if agreed mutually by both parties.
6. The SECP shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).

Rate shall be quoted as under:

For Photocopying:

- a. Rate Per Copy (i.e. One Side of the Page) = Rs._____?
- b. Rate Per Duplex Copy (i.e. Both sides of the Page) = Rs._____?

For Printing:

- c. Rate Per Print (i.e. One Side of the Page) = Rs._____?
- d. Rate Per Duplex Print (i.e. Both sides of the Page) = Rs._____?
- e. No. of Copies/Print (estimated) per month =30,000

Bid Security i.e. 2% shall be calculated as under:

- f. Maximum Rate Quoted =Rs._____?
(whichever is higher in quoted rates at a, b, c OR d)
- g. Total Cost for 30,000 per month =f x e
- h. No. of months =12
- i. Total estimated cost for 12 months =h x g
- j. **Bid security =2% of i**