



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 20/16-17

Invitation to Bid

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.

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

S. No.	Requirements	Identification No.
1.	Supply of Desktop Computers	[T#20(i) /16-17]
2.	Acquisition of Digital Certificates i.e. Server SSL and MPKI Client certificates	[T#20(ii) /16-17]
3.	IBM Software Support & Licenses (eServices)	[T#20 (iii) /16-17]
4.	Paessler PRTG	[T#20 (iv) /16-17]
5.	Manage Engine Device Expert	[T#20 (v) /16-17]
6.	Manage Engine Application Manager	[T#20 (vi) /16-17]
7.	Manage Engine Event Log Analyzer	[T#20 (vii) /16-17]
8.	Manage Engine Firewall Analyzer	[T#20 (viii) /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 **May 09, 2017 at 1500Hrs** 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 # 20 (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 DESKTOP COMPUTERS”

through

SINGLE STAGE ONE ENVELOP METHOD

5. Bid shall comprise a single package containing financial Bid along with technical specifications of the quoted item.
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. The bid validity period shall be 150 days.
8. 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 5% 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.
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 desktops 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.
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 bid 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 Desktop Computers”
Bidder Name:	XYZ
Attention:	M. Ubaidullah Khalid

Deputy Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

41. The deadline for the submission of bids is:

Date: May 09, 2017

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: May 09, 2017

Time: 1530Hrs

A statement “Not to be opened before 1530 Hrs on Date: May 09, 2017” shall be clearly mentioned on the top of the sealed bid.

Note:

- **The attachment details are as under**

1. Terms of Reference	Annex “A”
2. Evaluation Criteria	Annex “B”
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference**Quantity Required (07)**

Technical Specifications of required desktop computers are as under:

Brand	HP/ Dell or equivalent
Operating System	Microsoft Windows 10 Professional 64 bit (latest OS version) license
Processor Type	Intel® Core TM i7 (4 cores, HT enabled, total 8 logical processors) or higher
Processor Speed	At least 3.0 GHz (6 th generation processor) or higher
Hard Disk Capacity	256 GB (SSD) or higher
RAM	Minimum 32 GB installed
RAM Type	DDR-4 (2133 MHz) or higher
RAM Slots	Minimum 02
RAM Upgradeable	Up to 64 GB or higher
Screen Size	23 inch or above LED with Full HD resolution (1920 x 1080) or higher
Cache	8 MB or higher
Video Memory	1 GB dedicated (preferably)
Optical Drive	NIL
Ethernet Card	Integrated Gigabit Ethernet LAN
HDMI Slot	Optional
USB Slots	Must have USB 3.0 and USB 2.0 ports
Camera	NIL
Warranty	01 year comprehensive onsite support and warranty
Key Board	US English key board (branded)
Mouse	Optical Mouse (branded)

Evaluation Criteria

Evaluation of received bids will be carried out as per following evaluation criteria:

Financial Evaluation

100%

Technical Evaluation Criteria

Operating System	Microsoft Windows 10 Professional 64 bit (latest version) license	MUST
Screen Size	23” with full HD resolution (1920 x 1080) or higher	MUST
Disk Type/Capacity	SSD, Min 256 GB or higher	MUST
Ethernet	Gigabit Ethernet	MUST
RAM	Min 32 GB installed, DDR-4 (2133 MHz or higher)	MUST
CPU Speed	Min 3.0 GHz (core i7, 4 core, HT enabled) or higher	MUST
CPU Generation	Minimum 6 th Gen (DMI – 3.0 or higher) or higher	MUST

1. Bid found in non-compliance of any of the above mentioned **MUST** technical requirements shall be rejected and not considered for financial evaluation.
2. Bid found in compliance with all the **MUST** technical requirements and quoting lowest rate(s) shall be selected.