



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 (ii)/ 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 Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with sales tax department, having national tax number (NTN) for

“Acquisition of Digital Certificates i.e. Server SSL and MPKI Client certificates”

through

SINGLE STAGE ONE ENVELOP METHOD.

4. **The Procurement Agency is:**

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

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. 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.
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 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 or with less amount of bid security will 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. 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.
14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
16. 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.
17. 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.
18. Discounts (if any) offered by the bidder shall be part of the bid.
19. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
20. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
21. 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.
22. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
23. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
24. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
25. 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).
26. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
27. The quantities required may vary according to SECP requirement.
28. 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.

29. 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.
30. 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.
31. 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.
32. Bid qualifying all requirement and quoting lowest cost will be selected.
33. Successful bidder will have to sign a legal agreement with the Commission initially for the period of one year and extendable to a maximum period of three years on mutual agreement of both parties. Details of the legal agreement are mentioned in Annex "A".
34. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
35. Clarification if any on the technical requirement may be obtained from:
 - o ubaidullah.khalid@secp.gov.pk
36. The bid security of successful bid will be retained and that of other bidders will be returned.
37. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
38. The envelopes shall bear the following additional identification marks:

Bid for: "Acquisition of Digital Certificates i.e. Server SSL and MPKI Client certificates"

Bidder Name: XYZ

Attention: **M. Ubaidullah Khalid**
Deputy Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

39. The deadline for the submission of bids is:

Date: May 09, 2017

Time: 1500Hrs

40. The bid opening shall take place at:

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

Date: May 09, 2017
Time: 1530Hrs

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

- 41. The bids received after the due date and time will not be entertained.
- 42. The SECP reserves the right to amend/change/revise the TORs of invitation if deemed necessary. The successful bidder shall have to provide the services accordingly.

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

1. Specifications for Acquisition of Digital Certificates i.e. Server SSL and MPKI Client certificates

S. No.	Description	Qty
a	Class 3, Web site Certificates (SSL)	07
b	Class 2, MPKI Client certificates	01

2. Bid Security shall be calculated as under:

S. No.	Description	Qty	Unit Rate incl. applicable taxes (Rs.)	Total incl. applicable taxes (Rs.)
a	Class 3, Web site Certificates (SSL)	07		
b	Class 2, MPKI Client certificates	01		
c	Total (a+b)			
d	Bid Security (i.e. 5% of c)			

3. Must requirement

- a. The root certificate must be trusted and pre-available in all common browser's trusted stores.

4. Legal Agreement Details

Agreement will be signed with the selected supplier/service provider must cover at least the following:

- 02 x copies of the agreement should be submitted to SECP.
- First page of the agreement should be on a legal stamp paper of worth Rs.100.
- Agreement should mention that certificate will be served to SECP on as and when required basis by SECP.
- Delivery Challan shall be generated against each certificate acquired by SECP.
- Payment against acquired certificate shall be made on receipt of invoice and after confirmation of certificate acquisition by relevant team/department of SECP.