



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

No. T# 02/17-18

INVITATION TO BID

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

Renewal of Kaspersky Antivirus Licenses

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 <https://www.secp.gov.pk/procurement/> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **November 02, 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. 051-9207091-4(Ext-437) during Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 02 / 17-18**
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 **“Renewal of Kaspersky Antivirus Licenses”** 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 this invitation may be obtained from the undersigned personally or by visiting the SECP website:
<https://www.secp.gov.pk/procurement/>
6. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. 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 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. The bid validity period shall be 150 days.
9. 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) 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.
10. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
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 bid.
15. 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.
16. 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.
17. Discounts (if any) offered by the bidder shall be part of the bid.
18. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
19. Comprehensive warranty & onsite Support for mentioned years shall be given at Islamabad, Karachi, Lahore, Multan, Sukkur, Faisalabad, Peshawar, Gilgit and Quetta Offices (if applicable).
20. 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).
21. The equipment/renewals supplied/provided must be duty paid in respect of all applied duties and taxes.
22. The quantities required may vary according to SECP requirement.
23. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
24. 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.
25. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
26. 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.
27. 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.
28. 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.
29. If bidder is a company, it should be registered with SECP and should be compliant with filing requirements of the Companies Act, 2017.

30. In case bidder is not compliant at the time of submission of bid, it would ensure compliance as payment will be subject to submission of overdue returns.
31. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
32. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
33. Licenses renewal time shall be maximum 1-2 weeks from the date of the order.
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. Clarification if any on the technical requirement may be obtained from:
○ ubaidullah.khalid@secp.gov.pk
36. The bid security of successful bidder will be retained till renewal of licenses and that of other bidders will be returned after award of contract to successful bidder.
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: “Renewal of Kaspersky Antivirus Licenses”
Bidder Name:
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: November 2, 2017
Time: 1500 Hrs

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: November 02, 2017
Time: 1530 Hrs

41. A statement “**Not to be opened before 1530 Hrs on November 2, 2017**” shall be clearly mentioned on the top of the sealed bid.
42. Bid(s) received after the due date and time will not be entertained.

Note:

- **The attachment details are as under**

1. Terms of Reference	Annex “A”
2. Technical Evaluation Criteria	Annex “B”
3. Bidder Information Form	Annex “C”

- 4. Form of Bid**
- 5. Bid Submission Form**
- 6. Authority Letter**

Annex “D”
Annex “E”
Annex “F”

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

TERMS OF REFERENCE**Renewal of Kaspersky Antivirus Licenses are required as under:**

S. No.	Description	Quantity	Duration
1	Kaspersky Total Security for Business (For Workstations, File Servers, Internet Security and Mail Security etc.)	775	1 Year (Existing License Details: Date of License: 31-12-2017 Expiration Date: 31-12- 2018)
2	After sales technical support via phone and email from (9:00am to 5:00pm, Monday to Friday) for whole license duration.	1	

Evaluation Criteria:

Bids will be evaluated as per following:

Technical Evaluation Criteria:

SR. NO.	ATTRIBUTE	REQUIREMENT	MARKS/ MUST
1.	Kaspersky Total Space Security for Business	775 Licenses Renewal	MUST
2.	License duration	01 Year	MUST
3.	Principal partnership letter	Submitted with quote	MUST
4.	After sales support via phone and email 9:00 AM to 5:00 PM for whole license duration	Offered with quote	MUST
TOTAL MARKS			--

Note: Bid qualifying all the requirements and quoting lowest price will be selected.

Bidder Information Form

1. **Name of Bidder** : _____
2. **NTN#** : _____
(Please attach Copy of NTN Certificate)
3. **GST#** : _____
(Please attach Copy of GST Certificate)
4. **Active Tax Payer** **Yes** **No**
5. **Registered with SECP** **Yes** **No**
IF Yes please provide compliance status
6. **Contact Person** : _____
7. **Contact number** : _____
8. **Postal address** : _____

9. **Email address** : _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached 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 by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Signature _____

Name with Official Stamp _____

Date _____

Form of Bid

M. Ubaidullah Khalid
Deputy Director (Admin)
SECP
Islamabad.

Sir

Reference your advertisement dated _____ for _____

1. I/We, hereby submit our complete bid along with all the requirements as per the bidding document. We acknowledge that SECP is not bound to accept any bid in this regard and reserve the right to accept or reject any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. I/We, (Name); (CNIC#); (Designation), (Bidder Name) have gone through the Terms/Conditions of this invitation and have found the document in whole as non-biased to any particular vendor or product/ brand. I hereby undertake and firmly bound myself to abide by/ comply with all sections / conditions of this invitation.
3. I/We do not have any objection/comment on any item and fully understand the requirement of SECP.
4. The decision of Commission shall be final and will not be liable for any loss or damage to any party acting in reliance thereon.
5. I/We agree to abide by this bidding for a period of one hundred and fifty days from the bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
6. I/We submit herewith our bid as one original.
7. I/We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.

Yours' sincerely

Authorized Signature:

Name and Title of Signatory:

Name & Address of Bidder:

Bid Submission Form

1. M/s. _____, hereby submits bid, against Invitation to Bid
“(Invitation/Tender Title)”, Tender Identification Number:
TENDER#_____.

Bidder shall quote in following manner:

2. Cost of Equipment/Renewal as per requirement	Rs. _____
3. Quoted Price for 1 Unit (Incl. all taxes)	Rs. _____
<i>(Breakup must be provided and may use separate sheet)</i>	
4. Required Quantity	No. _____
5. Quoted Total Price (Incl. all taxes)	Rs. _____
6. Amount of Bid Security i.e. 2% of S. No. 05	Rs. _____

We hereby declare and confirm that

(1) Quoted prices are inclusive of all applicable taxes.

(2) SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.

Signature

Name with Official Stamp

Date

Authority Letter (Format)

Know all men by these presents, we (name of the bidder and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of [_____] in [name of the bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the _____ in response to the invitation by the SECP including signing and submission of all documents and providing information/responses to SECP in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this Authority Letter and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.

Date this {date} day of {month} 201

For:

[Signature]

[Name, designation and Address with Official Stamp]

Accepted

[Signature]

[Name, title, email and address of the Authorized Representative]

Date: