



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**No. T# 04/17-18**

### **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

### **Supply and Installation of Video Conferencing Equipment/Facility**

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 **December 08, 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) during Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

## **Terms and Conditions for Bids and Bidders**

1. **Tender Identification Number:** **TENDER # 04 / 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 **“Supply and Installation of Video Conferencing Equipment/Facility”** 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:  
<https://www.secp.gov.pk/procurement/>
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 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 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. If bidder is a company, it should be registered with SECP and should be compliant with filing requirements of the Companies Act, 2017.
24. 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.
25. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
26. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
27. 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).
28. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
29. 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.
30. 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.

31. 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.
32. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
33. Clarification if any on the technical requirement may be obtained from:
  - [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
34. The bid security of successful bidder will be retained till delivery, installation and commissioning of complete equipment/services/ and that of other bidders will be returned after award of contract to successful bidder.
35. 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.
36. Bids received will be evaluated as per evaluation criteria given in the TORs.
37. 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.
38. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
39. The envelopes shall bear the following additional identification marks:

<b>Bid for:</b>	<b>“Supply and Installation of Video Conferencing Equipment/Facility”</b>
<b>Bidder Name:</b>	XYZ
<b>Attention:</b>	<b>M. Ubaidullah Khalid</b> Deputy Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

40. The deadline for the submission of bids is:

**Date: December 08, 2017**  
**Time: 1500Hrs**

41. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue  
Area, Islamabad  
**Date: December 08, 2017**  
**Time: 1530Hrs**

42. A statement “**Not to be opened before 1530 Hrs on December 08, 2017**” shall be clearly mentioned on the top of the sealed bid.
43. The bids received after the due date and time will not be entertained.
44. 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**

<b>1. Terms of Reference</b>	<b>Annex “A”</b>
<b>2. Evaluation Criteria</b>	<b>Annex “B”</b>
<b>3. Bidder Information Form</b>	<b>Annex “C”</b>
<b>4. Form of Bid</b>	<b>Annex “D”</b>
<b>5. Bid Submission Form</b>	<b>Annex “E”</b>
<b>6. Authority Letter</b>	<b>Annex “F”</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****Technical Specifications for Video Conferencing Equipment (Qty=04)**

<b>Application Features</b>	<ul style="list-style-type: none"> <li>● Multimedia and presentations can be shared at the touch of a button</li> <li>● Basic API available over IP (Telnet and Secure Shell Protocol [SSH])</li> <li>● Dual-display</li> <li>● High-definition content sharing up to 1080p30 resolution</li> <li>● One button to push (OBTP) to start a meeting</li> </ul>
	<ul style="list-style-type: none"> <li>● Premium resolution (1080p60)</li> <li>● H.323/SIP calls up to 6 Mbps</li> <li>● Built-in individually transcoded multipoint conferencing offers ability to add three additional participants</li> <li>● Easy provisioning.</li> <li>● Multiway features, recording and streaming, and firewall traversal services</li> </ul>
	<ul style="list-style-type: none"> <li>● Codec, PrecisionHD Camera - (1080p with 12x digital zoom)</li> <li>● Table Microphone 20, remote control, cables, and power supply</li> </ul>
	<ul style="list-style-type: none"> <li>● Touch 8 (Optional)</li> <li>● Wall mount kit (MUST)</li> <li>● One Additional microphone (MUST)</li> </ul>
	<ul style="list-style-type: none"> <li>● H.323 and SIP up to 6 Mbps</li> </ul>
<b>Minimum bandwidth for resolution/frame rate</b>	<ul style="list-style-type: none"> <li>● 720p30 from 768 kbps</li> <li>● 720p60 from 1152 kbps</li> <li>● 1080p30 from 1472 kbps</li> <li>● 1080p60 from 2560 kbps</li> </ul>
	<ul style="list-style-type: none"> <li>● H.263, H.263+, H.264</li> </ul>
	<ul style="list-style-type: none"> <li>● Native 16:9 widescreen</li> <li>● Advanced screen layouts</li> <li>● Intelligent video management</li> <li>● Local auto-layout</li> </ul>
	<p>One HDMI and One DVI-I (Analog and Digital). Supported Formats: 640x480, 720x480, 720x576, 800x600, 848x480, 1024x768, 152x864, 1152x864, 1280x720, 1280x1024, 1280x768, 1280x800, 1280x960, 1360x768, 1366x768, 1400x1050, 1440x900, 1680x1050, 1920x1080, EDID.</p>
<b>Video Output</b>	<p>Two HDMI Outputs Supported Formats: 1920 x 1080@60 fps (1080p60), 1920 x 1080@50 fps (1080p50), 1280 x 720@60 fps (720p60), 1280 x 720@50 fps (720p50), 1366 x 768@60 fps (WXGA), 1360 x 768@60 fps(WXGA), 1280 x 768@60 fps (WXGA), VESA Monitor Power Management, EDID, Live Video Resolutions (Encode and Decode).</p>

<b>Audio Standards</b>	<ul style="list-style-type: none"> <li>• G.711, G.722, G.722.1, 64 kbps AAC-LD</li> </ul>
<b>Audio Features</b>	<ul style="list-style-type: none"> <li>• CD-quality 20 KHz mono</li> <li>• Two acoustic echo cancellers</li> <li>• Automatic Gain Control (AGC)</li> <li>• Automatic noise reduction</li> <li>• Active lip synchronization</li> </ul>
<b>Audio Inputs</b>	<ul style="list-style-type: none"> <li>• Two microphones, 4-pin mini-jack</li> <li>• One mini-jack for line-in (stereo)</li> <li>• One audio in from camera (HDMI)</li> </ul>
<b>Audio Outputs</b>	<ul style="list-style-type: none"> <li>• One mini-jack for line out (stereo)</li> <li>• One HDMI, (digital main audio)</li> </ul>
<b>Dual Stream</b>	<ul style="list-style-type: none"> <li>• H.239 (H.323) dual stream</li> <li>• BFCP (SIP) dual stream</li> <li>• Support resolutions up to 1080p (1920 x 1080)</li> </ul>
<b>MultiPoint Support</b>	<ul style="list-style-type: none"> <li>• Four-way embedded SIP/H.323 MultiPoint reference Multi-site 1+3. (MUST)</li> <li>• Ability to join multipoint conferences</li> </ul>
<b>Multi-Site Features (Embedded Multipoint)</b>	<ul style="list-style-type: none"> <li>• Adaptive SIP/H.323 Multi-Site; resolution up to 576p30</li> <li>• 3-way resolution up to 720p30</li> <li>• 4-way resolution up to 576p30</li> <li>• Full individual audio and video transcoding</li> <li>• Individual layouts in multisite continuous presence</li> <li>• H.323/SIP/VoIP in the same conference</li> <li>• Support for Presentation (H.239/BFCP) from any participant at resolutions up to 1080p15/SXGA</li> <li>• Best Impression (automatic continuous presence layouts)</li> <li>• H.264, encryption and dual stream from any site</li> <li>• IP Down-speeding, Dial in and dial out, Conference rates up to 6 Mbps</li> </ul>
<b>Protocols</b>	<ul style="list-style-type: none"> <li>• H.323 and SIP</li> </ul>
<b>Embedded Encryption</b>	<ul style="list-style-type: none"> <li>• H.323 and SIP point-to-point</li> <li>• Standards-based: H.235 v3 and Advanced Encryption Standard (AES)</li> <li>• Automatic key generation and exchange</li> <li>• Supported in dual stream</li> </ul>
<b>IP Network Features</b>	<ul style="list-style-type: none"> <li>• DNS lookup for service configuration</li> <li>• IP-adaptive bandwidth management (including flow control)</li> <li>• Automatic gatekeeper discovery</li> <li>• Dynamic playout and lip-sync buffering</li> <li>• H.245 Dual Tone Multi-frequency (DTMF) tones in H.323</li> <li>• Date and time support using Network Time Protocol (NTP)</li> <li>• Packet loss-based down speeding</li> <li>• Uniform resource identifier (URI) dialing</li> <li>• TCP/IP</li> </ul>

	<ul style="list-style-type: none"> <li>● DHCP</li> </ul>
	<ul style="list-style-type: none"> <li>● 802.1x network authentication, 802.1Q Virtual LAN, 802.1p (QoS and class of service [QoS]) <ul style="list-style-type: none"> <li>● Differentiated services (quality of service [QoS])</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● ClearPath</li> </ul>
	<ul style="list-style-type: none"> <li>● Medianet: Mediatrace and Metadata</li> </ul>
<b>IPv6 Network Support</b>	<ul style="list-style-type: none"> <li>● Single call stack support for both H323 and SIP</li> </ul>
	<ul style="list-style-type: none"> <li>● Dual-stack IPv4 and IPv6 for DHCP, SSH, HTTP, HTTPS, DNS, DiffServ</li> </ul>
	<ul style="list-style-type: none"> <li>● Support for both Static and Automatic IP configuration (stateless address auto configuration)</li> </ul>
<b>Security Features</b>	<ul style="list-style-type: none"> <li>● Management using HTTPS and SSH</li> </ul>
	<ul style="list-style-type: none"> <li>● IP administration password</li> </ul>
	<ul style="list-style-type: none"> <li>● Menu administration password</li> </ul>
	<ul style="list-style-type: none"> <li>● Disable IP services</li> </ul>
	<ul style="list-style-type: none"> <li>● Network settings protection</li> </ul>
<b>Network Interface</b>	<ul style="list-style-type: none"> <li>● One LAN and Ethernet (RJ-45) 10/100/1000 Mbps</li> </ul>
<b>Other Interfaces</b>	<ul style="list-style-type: none"> <li>● Two USB ports for future usage</li> </ul>
<b>System management</b>	<ul style="list-style-type: none"> <li>● Total management using embedded SNMP, Telnet, SSH, XML, SOAP</li> </ul>
	<ul style="list-style-type: none"> <li>● Remote software upload: using web server, secure copy (SCP), HTTP, HTTPS</li> </ul>
	<ul style="list-style-type: none"> <li>● Remote control and on-screen menu system</li> </ul>
<b>Directory Services</b>	<ul style="list-style-type: none"> <li>● Support for local directories (My Contacts)</li> </ul>
	<ul style="list-style-type: none"> <li>● Corporate directory</li> </ul>
	<ul style="list-style-type: none"> <li>● Unlimited entries using server and corporate directory supporting LDAP and H.350</li> </ul>
	<ul style="list-style-type: none"> <li>● Received, Placed, and Missed calls with date and time</li> </ul>
<b>Power</b>	<ul style="list-style-type: none"> <li>● Auto-sensing power supply</li> </ul>
	<ul style="list-style-type: none"> <li>● 100 - 240 VAC, 50/60 Hz</li> </ul>
<b>Operating Temperature and Humidity</b>	<ul style="list-style-type: none"> <li>● 0°C to 40°C (32°F to 104°F) ambient temperature</li> </ul>
	<ul style="list-style-type: none"> <li>● 10% to 90% Relative Humidity (RH)</li> </ul>



**Technical Specifications for LED Screen for VC Equipment**

S. No.	Description	Quantity
1.	Samsung Smart LED TV (55”or Higher)	04
	· Resolution 1920 x 1080 – Full HD, (Mandatory)	
	· Wireless connectivity	
	· Audio Out (Mini Jack)	
	· Component In (Y/Pb/Pr) and (AV)	
	· Digital Audio Out (Optical)	
	· 2 HDMI ports, 2 USB ports (MUST)	
	· 1 Ethernet port	
	· RF In (Terrestrial/Cable Input)	
	· Dolby Digital Plus/Dolby Pulse	
	· Power: AC100-240V 50/60Hz	
	· Auto power off, Energy Star Compliant	
	· Normal Button Remote	
	· User manual, Power Cable	
	· Table stand, wall mounting kit with installation services (MUST)	
	· Comprehensive Warranty: one (01) year	

**Evaluation Criteria**

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

1. Technical Evaluation	60%
2. Financial Evaluation for 290 quantities	40%
	100%

**Technical Evaluation Criteria**

Sr.	Description	Marks
1.	Principal/Manufacturer Support (1 Year)	MUST
2.	Contract ID in SECP's name	MUST
3.	Multisite (MCU) License (1+3)	MUST
4.	Valid Tier-1 Partner/Distributor/Reseller	MUST
5.	Live Web snapshot Key	MUST
6.	Wall Mount Kit	MUST
7.	Additional Microphone	MUST
8.	Samsung LED 55" or Higher (with wall mount kit and installation as per TORs)	MUST
9.	Protocols (H.323, SIP) Support	MUST
10.	Video Output supported formats as per TORs or Higher	MUST
11.	Bandwidth Support (H.323 and SIP up to 6 Mbps)	MUST
12.	Performance Features and Multisite Features (as per	10
13.	Audio/Video Ports and Features (as per TORs or Higher)	10
14.	Embedded Encryption	20
15.	Presentation Sharing during the VC sessions. (One to one	20
<b>Total</b>		<b>60</b>

- Bids confirming to all the **MUST** requirements of the technical evaluation criteria shall only be considered for further processing i.e. technical and financial evaluation.
- Bidders can quote any equivalent equipment/product of any brand in response to the above requirement. However quoted model/product must be compatible with the existing installations at SECP and above specifications.
- Any optional items price must be quoted separately if any.

**Successful Bidder will have to deliver/install the equipment at following offices:**

1. Head Office Islamabad	Quantity 03
2. SRO Karachi	Quantity 01

**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#\_\_\_\_\_.

2. **Bidder shall quote in following manner:**

3. Cost of Equipment as per requirement	Rs. _____
4. Quoted Price for 1 Unit (Incl. all taxes)	Rs. _____
<i>(Breakup must be provided and may use separate sheet)</i>	
5. Required Quantity	No. _____
6. Quoted Total Price (Incl. all taxes)	Rs. _____
7. Amount of Bid Security i.e. 2% of S. No. 06	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 address of the Authorized Representative]

Date: