



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 01/17-18

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers/services provider based in Pakistan and registered with sales tax department, having national tax number (NTN) for:

Sr #	Items Descriptions	Qty	Remarks
1	Network LaserJet Printer	2	Annexure-A
2	All in One(AIO) Desktops	6	Annexure-B
3	High end Scanners	2	Annexure-C
4	Network Switches	2	Annexure-D

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](https://www.secp.gov.pk/procurement/free%20of%20cost).

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before January 15, 2018 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. 021-99213424 Office Hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 01/ 17-18**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan

4th Floor, SLIC # 2 Building, Wallace Road, Off. I.I. Chundrigar Road,
Karachi

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 suppliers and principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with sales tax department, having national tax number (NTN) for

“PURCHASE of IT RELATED ITEMS”

through

SINGLE STAGE ONE ENVELOP METHOD

5. The relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website:
<https://www.secp.gov.pk/procurement/>
6. The bid validity period shall **be 150 days**.
7. The amount of the bid and bid security shall be in Pak rupees. The bid 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, SLIC # 2 Building, Wallace Road, Off. I.I. Chundrigar Road, Karachi. Bids not accompanied by bid security or with less amount of bid security will not be entertained.

i.	Total of quoted Annexures Wise (inclusive of all applicable taxes)	=	Sum of quoted prices from Annexures (A to E)
ii.	Bid security shall be	=	2%

Note: Separately maybe quoted as per above formula.

8. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.

9. If a supplier wishes to bid for items in more than one category, then bid security as described in the bidding document must be submitted.

10. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
11. Bid security of successful bids/bidders will alone be retained and that of the rest will be returned.
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, Karachi.
13. The equipment/software/renewals/items supplied must be duty paid in respect of all applied duties and taxes.
14. The quantities required may vary according to SECP requirement.
15. 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.
16. 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.
17. The language of the bid is English and alternative bids shall not be considered.
18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
19. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bid will not be entertained and may disqualify the original offer.
20. Prices quoted shall correspond to 100% of the requirements specified.
21. Discounts (if any) offered by the bidder shall be part of the bid.
22. 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.
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. 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.

27. 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.
28. 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 and proof of company as legal entity.
29. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
30. Copy of authorized agency / partnership / dealership / distributorship certificate from their Principals is to be submitted with the Bid. (if applicable)
31. Comprehensive warranty & onsite Support for mentioned years shall be given at Karachi and Lahore, Offices (if applicable)
32. All software-based items contains installation and configuration and end user orientation, which is responsibility of the supplier (if the Principal does not provide support).
33. List of Clients (foreign/local), office location, company profit, methodology, previous experiences with the bidder(s) should be provided.
34. Bid qualifying all requirement and quoting lowest cost will be selected.
35. 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 / received.
36. Place of bid destination is: **Securities and Exchange Commission of Pakistan, 4th Floor, SLIC # 2 Building, Wallace Road, Off. I.I. Chundrigar Road, Karachi**
37. Sealed bids may be dropped in the tender drop box placed at 4th Floor, SLIC # 2 Building, Wallace Road, Off. I.I. Chundrigar Road, Karachi
38. The envelopes shall bear the following additional identification marks:

Bid for:	“PURCHASE OF IT RELATED ITEMS”
Bidder Name:	XYZ
Attention:	Deepak Kumar Jewani Deputy Director Admin, 4th Floor, SLIC # 2 Building, Wallace Road, Off. I.I. Chundrigar Road, Karachi

39. **The deadline for the submission of bids is:**

Date: January 15, 2018
Time: 1500 Hrs.

40. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, SLIC # 2 Building, Wallace Road, Off. I.I.
Chundrigar Road, Karachi

Date: January 15, 2018

Time: 1530 Hrs

41. A statement **“Do Not Open Before 1530Hrs on January 15, 2018)”** shall be clearly mentioned on the top of the sealed bid.
42. Bids received after the due date and time will not be entertained.
43. Payments will be processed after receipt of complete supplies.
44. 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.
45. 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 SECP and the bidder.
46. The Commission reserves the right to relax any condition of the bidding document as per its requirement.

Note:

- a. **Attachment Details are as under**

Sr #	Items Descriptions	Qty	Remarks
1	Network LaserJet Printer	2	Annexure-A
2	All in One(AIO) Desktops	6	Annexure-B
3	High end Scanners	2	Annexure-C
4	Network Switches	2	Annexure-D

Note: Individual item maybe quoted separately.

- b. If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

Annexure-A

Terms of Reference

Purchase of Network Laser Jet Printer with auto duplex option (for SECP Karachi and Lahore)

Technical Specifications:

SR.	REQUIREMENT	Quantity
1.	Laser Jet Network Printer with auto duplex option	02

Note: The printers must be delivered and installed at SECP Service Centers in Karachi & Lahore Offices (01x each).

Evaluation Criteria

SR.	Attributes	Specification	Weightage
1.	Technology	LaserJet Printer	MUST
2.	PPM	Not less than 30 PPM	MUST
3.	Connectivity	Ethernet & Hi-Speed USB	MUST
4.	Duplex Printing	Automatic	MUST
5.	Support OS	Windows 7 and above versions (32-bit/64-bit)	MUST
6.	Duty Cycle	10,000 pages monthly	20
7.	Print Resolution	600 x 600 DPI (1200 DPI effective)	10
8.	Input Trays	02 trays with 50-sheet multipurpose Tray-1	10
9.	Delivery & Installation	Within 02 weeks with complete installation	10
10.	Warranty	01 Year on site comprehensive	10
Total Marks			60

Annexure-B**Terms of Reference****Purchase of All In One (AIO) Desktop PC (for SECP Karachi and Lahore)****Technical Specifications:**

SR.	SPECIFICATION	REQUIREMENT
1.	Processor Technology	6th Generation (AIO)Core i3 64 Bit or higher
2.	AIO Series	Professional
3.	Processor Speed	3.0 GHz or above
4.	Operating System	Windows 10 Professional 64 Bit OEM
5.	HDD Capacity	256 GB SSD M2/SATA III 6Gbps interface or higher
6.	RAM Capacity	DDR4, 8GB single DIMM preferably.
7.	Graphics	HD Graphics (minimum), resolution 1080p (full HD)
8.	Ports	USB 3.0 port(s), SD card, 3.5mm audio jack
10.	Screen Size	21 inch (FHD) or greater
11.	Optical Drive	DVD-R
12.	Network	Gigabit Ethernet
13.	Delivery & Installation	Within 02 weeks with complete installation
14.	Warranty	01 Year comprehensive onsite warranty

Note: The AIO Desktops must be delivered and installed at SECP Service Centers in Karachi & Lahore Offices (03x each).

Evaluation Criteria:

SR.	SPECIFICATION	REQUIREMENT	WEIGHTAGE
1.	PC Processor Technology	6th Generation, 64Bit (Core i3 or higher)	MUST
2.	HDD Capacity	256 GB SSD (M2/ SATA III 6Gbps interface)	MUST
3.	Processor Speed	3.0 GHz or above	MUST
4.	RAM Capacity	DDR4, 8GB DIMM	MUST
5.	AIO Series	Professional	MUST
6.	Operating System	Windows 10 Professional 64 Bit OEM (included)	MUST
7.	Screen Size	21 inch – Full HD	MUST
8.	Graphics	FHD Graphics, resolution 1080p (Full HD)	MUST
9.	Network	Gigabit Ethernet	MUST
10.	Optical Drive	DVD-R	MUST
11.	Ports	USB (3.0), SD card, 3.5mm audio jack	20
12.	Delivery & Installation	Within 02 weeks For Karachi & Lahore Office	20
13.	Warranty	01 Year comprehensive onsite	20
Total Marks			60

Annexure-C

Terms of Reference
Purchase of Scanners (for SECP Karachi and Lahore)
Technical Specifications

SR	SPECIFICATIONS	REQUIREMENT
1.	Scanner Type	Flat Bed with ADF, DUPLEX (Color Scanner)
2.	Scan Resolution	Up to 600 x 600 dpi Hardware, Up to 600 dpi Optical
3.	ADF Capacity	200 sheets standard
4.	Multi-feed detection	Yes
5.	Scan Speed ADF	(A4/Letter): Minimum 40ppm (B&W, color, grayscale)
6.	Scan size, maximum (flatbed)	Standard
7.	Scan size, maximum (ADF)	Standard
8.	Duty Cycle	3,000 pages minimum
9.	Connectivity	USB 2.0 and USB 3.0 (SuperSpeed) Built-in 10/100/1000 Base-TX network port
10.	OS Compatibility	Windows 10 and above versions (64 bit)
SCAN MEDIA TYPES		
11.	Scan file format	pdf (image-only, searchable), tiff, jpeg, single page, multipage, bmp, png, doc(x), jpeg)
12.	Others	Standard Connectivity: 1 Hi-Speed USB 2.0 or 3.0 Scanning Software with advance features

Note: The scanners must be delivered and installed at SECP Service Centers Karachi & Lahore Offices (01x each)

Evaluation Criteria

SR.	Requirement	Specifications	Marks
1.	ADF Support	Flatbed with ADF, Duplex, Color Scanner	MUST
2.	Scan Resolution	Up to 600 x 600 dpi Hardware, Up to 600 dpi Optical	MUST
3.	ADF Capacity	200 sheets standard with multi-feed option	MUST
4.	Connectivity	USB 2.0 & USB 3.0 (SuperSpeed), Built-in 10/100/1000 Base-TX network port	MUST
5.	Duty Cycle	3,000 pages minimum	10
6.	Scanning Software	With advance features	10
7.	Scan file format	pdf (image-only, searchable), tiff, jpeg, single page, multipage, bmp, png, doc(x)	10
8.	ADF Speed	(A4/Letter): Minimum 40ppm (B&W, color, grayscale)	10
9.	Delivery	Within 02 weeks in Karachi & Lahore with complete installation	10
10.	Warranty	01 Year comprehensive onsite	10
Total Marks			60

Annexure-D**Terms of Reference****Purchase of 08 Port Gigabit Network Switch (for SECP Karachi and Lahore)****Technical Specifications**

S. No.	Specification	Requirements
1.	Bandwidth per port	01Gbps
2.	Number of ports	08
3.	Duplex	Full Duplex
4.	Basic QoS	Built-in
5.	Installation	Plug and Play
6.	Mounting	Wall Mountable
7.	Quantity	02

Evaluation Criteria

S. No.	Specification	Requirement	Marks
1.	Bandwidth per port	01Gbps	MUST
2.	Number of ports	08	MUST
3.	Duplex	Full Duplex	MUST
4.	Basic QoS	Built-in	20
5.	Installation	Plug and Play	20
6.	Mounting	Wall Mountable	20
Total			60

Note: The Network Switch must be delivered and installed at SECP Service Centers in Karachi & Lahore Offices (01x each).