



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 01/IT/F/01/2018

### **Invitation to Bid** **Disposal of IT and office Assets/Junk Items**

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of IT and office equipment which includes following items,

<b><u>IT Equipment</u></b>	<b><u>Qty</u></b>	<b><u>Office Assets/Junk Items</u></b>	<b><u>Qty</u></b>
Printers	171	ACs	32
Servers	83	Photostat Machines	03
Scanners	36	Tables & Chairs	64+64
UPS	03	Racks & Cabinets	39+5
Network Switch/Router/Firewall	13+1+1	Refrigerators & Ovens	03+01
Scrap Items	LS	Other Misc Items	As Per list

To view the assets for disposal, interested parties may visit Commission's head office in Islamabad and regional offices in other cities from 1000Hrs to 1600Hrs during any working day. The "Invitation to bids" documents with detail terms & Conditions may be obtained by visiting the SECP website:

[www.secp.gov.pk/procurement](http://www.secp.gov.pk/procurement)

The assets are offered for disposal on "AS IS WHERE IS" basis.

The sealed bid (s) must reach at below mentioned address (i.e through courier or by hand) by 1500Hrs, **April 23, 2018** and will be opened on the same day at 1530Hrs.

**Assistant Director, (Administration)**

**4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad**

**051-9207091-4, Ext# 375/302**

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

1. "Invitation to Bids" Identification Number T#01/IT/F/01/2018
2. Bids are invited for "**Disposal of IT and Office Assets/Junk Items**".
3. The Asset Disposing Agency is "The Securities and Exchange Commission of Pakistan".
4. Bid Validity period should be 90 days.
5. The amount of the bid shall be in Pak Rupees.
6. Bid should be accompanied by 5% bid security of total offered price. Bid security will be forfeited if bidder refuses to accept the disposal items that has been awarded to him being the highest bidder.
7. Bidders are required to submit the bids separately for each location (s) and shall be compared and evaluated accordingly.
8. Bidders are allowed to quote either one or both options simultaneously. However, IT and Office equipment shall be treated and evaluated separately based on highest respective offer for the respective location.
9. If the bid (s) is withdrawn after opening and before the completion of disposal process i.e. identification of successful bidders, then such bid (s) will be cancelled.
10. The Commission does not pledge to accept the highest bid and reserves the right of disposing full or part assets offered and bidders should buy the same at the rates quoted by them.
11. 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 tender.
12. Interested parties may visit to view the assets for disposal at Commission's head office and regional offices from 1000Hrs to 1600 Hrs on any working day. (Monday – Friday). Detail of disposable items with respect to their quantity and location is available on SECP website.
13. The language of the bid is English and alternative bids may 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. The offers 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. 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.
18. Bid shall comprise a single package containing one envelope and submitted on prescribed format.
19. Each envelope shall bear the following identification marks in bold and legible letters:
20. **Bid for: Disposal of IT and Office Assets/Junk Items**
21. **Name of Interested Party :** \_\_\_\_\_
22. The deadline for the submission of bids is:
23. Date: 23 April 2018
24. Time : 1500 Hrs.
25. The bid opening shall take place on:
26. Date: 23 April 2018
27. Time : 1530 Hrs
28. A statement "Do Not Open Before 1530Hrs on "23 April 2018, " shall be clearly mentioned on the top of the sealed bid.
29. Bids received after the due date and time will not be entertained.
30. Successful bidder will have to deposit the quoted offer within three working days of the date of firm written offer by the Commission, otherwise Commission will have the right to declare the next highest bidder as successful bidder.
31. On receipt of full payment from successful bidder, successful bidder will be required to get the bought assets shifted (on his/her own) within 07 working days, otherwise, Commission will not take any responsibility of the sold assets. Transportation charges shall be borne by the bidder.
32. The Commission reserves the right to accept or reject any or all offers without assigning any reason.
33. 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.
34. Interested parties are required to submit their proposal separately for IT assets and Other office equipment as per list.
35. To visit IT assets and other office equipment, following offices may be visited. Contact Person details are as follows;

**1-CRO Karachi:**

Mr. Sajjad Ahmed,  
+ 92 (21) 99213271-2  
State Life Building-2, Company Registration Office, 4<sup>th</sup> Floor North Wing,  
Wallace Road, Karachi

**2. CRO Lahore:**

Mr. Muhammad Ali Tahir,  
+92 (42) 99204962-6  
Company Registration Office, Associate House, 3<sup>rd</sup> & 4th Floor,  
7-Egerton Road, Lahore

**3. CRO Islamabad:**

Mr. Haris Jahangir,  
Ph: +92 (51) 9208740-9206219  
Company Registration Office, State Life Building No. 7,  
Blue Area, Islamabad.

**4. CRO Faisalabad:**

Muhammad Asghar Baig,  
Tel: 92 (41) 9230264  
Company Registration Office, 2<sup>nd</sup> Floor, Faisalabad Chamber of Commerce & Industry Building  
East Canal Road, FAISALABAD.

**5. CRO Peshawar:**

Mr. Saqib Aslam,  
+92 (91) 9213178  
Company Registration Office, State Life Building, 1<sup>st</sup> Floor The Mall, Peshawar Cantt.  
PESHAWAR.

**6. CRO Sukkur:**

Muhamad Ismail Baloch,  
+92 (71) 5630517  
Company Registration Office, House No. 4, Sindhi Housing Society, Airport Road, SUKKUR.

**7. CRO Quetta:**

Mr. Abdul Rehman Khan Tareen,  
+92 (81) 2844136  
Company Registration Office, Ground Floor, Aiwan-e-Mashriq, Plot #4-A, Shahrah-E-Hali, Model  
Town, QUETTA CANTT

**8. CRO Multan:**

Mr. Nasir Butt,  
+92 (61) 9200530  
63-A, 2ND FLOOR, NAWA-I-WAQT BUILDING, ABDALI ROAD, MULTAN.

**9. Head Office:**

Mr. Raheel Anees

Tel: 9207091-4 Ext 375/302  
Securities and Exchange Commission of Pakistan,  
NICL Building, Jinnah Avenue, Blue Area, Islamabad-44000, Pakistan.

**Note:**

Attachment Details are as under: -

**1. Detail of Office Assets/Junk Items and their locations:**

- a) List of Office Assets/Junk Items available at Head Office and CRO Islamabad
- b) List of Office Assets/Junk Items available at CRO Karachi
- c) List of Office Assets/Junk Items available at CRO Lahore
- d) List of Office Assets/Junk Items available at CRO Peshawar
- e) List of Office Assets/Junk Items available at CRO Quetta
- f) List of Office Assets/Junk Items available at CRO Multan

**2. Detail of IT Assets and their locations:**

- a) List of IT Assets available at Head Office and CRO Islamabad
- b) List of IT Assets available at CRO Karachi
- c) List of IT Assets available at CRO Lahore
- d) List of IT Assets available at CRO Peshawar
- e) List of IT Assets available at CRO Quetta
- f) List of IT Assets available at CRO Multan
- g) List of IT Assets available at CRO Faisalabad

**3. Detail of Bid Submission Forms:**

S.N	Disposable Assets	Location	Form To be Used for Bid submission
01	Office Assets/Junk Items and IT Assets	Head Office and CRO Islamabad	Annexure A
02	Office Assets/Junk Items and IT Assets	CRO Karachi	Annexure B
03	Office Assets/Junk Items and IT Assets	CRO Lahore	Annexure C
04	Office Assets/Junk Items and IT Assets	CRO Peshawar	Annexure D
05	Office Assets/Junk Items and IT Assets	CRO Quetta	Annexure E
06	Office Assets/Junk Items and IT Assets	CRO Multan	Annexure F
07	Office Assets/Junk Items and IT Assets	CRO Faisalabad	Annexure G

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

**Bid Submission form (Head Office and CRO Islamabad)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
2	Bid for Office Assets/Junk Items	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Bid Submission form (CRO, Karachi)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
2	Bid for Office Assets/Junk Items	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Bid Submission form (CRO, Lahore)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
2	Bid for Office Assets/Junk Items	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



**Bid Submission form (CRO, Peshawar)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
2	Bid for Office Assets/Junk Items	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Bid Submission form (CRO, Quetta)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
2	Bid for Office Assets/Junk Items	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Bid Submission form (CRO, Multan)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
2	Bid for Office Assets/Junk Items	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Bid Submission form (CRO, Faisalabad)**

1. Bid for Asset (Ref #): \_\_\_\_\_
2. Name of Interested Party: \_\_\_\_\_
3. CNIC# \_\_\_\_\_
4. NTN# \_\_\_\_\_
5. Offered Price: \_\_\_\_\_
6. Contact Number: \_\_\_\_\_
7. Postal Address: \_\_\_\_\_
8. Email Address: \_\_\_\_\_

**Bid Price w.r.t assets for which bid is submitted for**

Sr. No	Name of Assets	Offered Price (PKR)
1	Bid for IT Assets	
	<b>Total Offered Price:</b>	

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

**Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_