



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 15/17-18

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 following requirements:

Sr.	Requirements	Tender Ref #
1	Support/ SLA for IBM TS3100 Tape Library with Dual Drive (LTO-5 and LT O-6)	T# 15(i)/17-18
2	Service Level Agreement (SLA) for Production Servers	T# 15(ii)/17-18

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 **May 21, 2018 at 1100 Hrs** and will be opened on the same day at 1130Hrs.

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 # 15(ii)/ 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 following

"Service Level Agreement (SLA) for Production Servers"

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 SECP is not bound to accept the lowest bid only; lowest bidder must be compliant with the given criteria i.e. MUST Requirements, ToRs, Technical Specification and Evaluation Criteria.
7. SECP 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. 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. The equipment supplied by the supplier shall be brand new, in original manufacturer packing and complete in all respects. Cost of transportation of supplied equipment to the site and cost of installation and commissioning of equipment shall be the responsibility of the supplier.
14. The Bidders who have duly complied with Technical Specifications/Evaluation Criteria will be eligible for further processing.
15. 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.
16. The language of the bid is English and alternative bids shall not be considered.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
18. 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.
19. 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.
20. Discounts (if any) offered by the bidder shall be part of the bid.
21. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
22. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
23. 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.
24. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
25. If bidder is a company, it should be registered with SECP and should be compliant with filing requirements of the Companies Act, 2017.
26. 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.
27. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
28. Comprehensive warranty & onsite support for mentioned year (s) shall be given for the equipment at Islamabad (if applicable).
29. 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).

30. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
31. 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. (if applicable)
32. A copy of valid **authorized service provider's certificate** from their principals must be attached with the bid.
33. 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.
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 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.
37. 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.
38. Bids received will be evaluated as per evaluation criteria given in the TORs.
39. 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.
40. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
41. The envelopes shall bear the following additional identification marks:

Bid for:	"Service Level Agreement (SLA) for Production Servers"
Bidder Name:	XYZ
Attention:	M. Ubaidullah Khalid Deputy Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

42. The deadline for the submission of bids is:

Date: May 21, 2018
Time: 1100Hrs

43. 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 21, 2018

Time: 1130Hrs

44. A statement “**Not to be opened before 1130 Hrs on May 21, 2018**” shall be clearly mentioned on the top of the sealed bid.

45. The bids received after the due date and time will not be entertained.

Note:

- **The attachment details are as under**

1. ToRs/Technical Specifications/Evaluation criteria	Annex “A”
2. Bidder Information Form	Annex “B”
3. Form of Bid	Annex “C”
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

TERMS OF REFERENCE

SR.	REQUIREMENT	QUANTITY
1.	Support/ SLA for IBM X3850 X5 Servers at SECP HO Islamabad Server Service Tag #s are: 06H2291 and 06H2292	02

TECHNICAL SPECIFICATIONS

SR.	SPECIFICATIONS	REQUIREMENT
1.	Server Type	IBM X3850 X5
2.	Quantity	02
3.	Support/SLA Duration	01 Year
4.	Support Terms	Comprehensive, Onsite Repair, 5x9
5.	Maximum Initial Response Time	04 Hours Response

TECHNICAL EVALUATION CRITERIA

SR.	SPECIFICATIONS	REQUIREMENT	WEIGHTAGE
1.	Partnership	IBM/Lenovo valid partnership	MUST
2.	Support Terms	Comprehensive, Onsite Repair, 5x9	MUST
3.	Support/ SLA Duration	01 Year	MUST
4.	Maximum Initial Response Time	04 Hours Response	MUST
5	Authorized service provider’s certificate from the Principal		MUST
TOTAL			--

NOTE: Quotations NOT in compliance with **MUST** items in the evaluation criteria will NOT be evaluated for other features.

Bidder Information Form

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

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: