



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**No. T# 08/18-19**

### Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers registered with Income Tax and Sales Tax Departments for following:

S. No.	Requirements	Tender Ref No.
1.	Network Switches (L3)	T# 08 (i)/18-19
2.	Internet and WAN Routers	T# 08 (ii)/18-19
3.	Web Application Firewall (Reverse Proxy)	T# 08 (iii)/18-19
4.	Data Center Next Generation Firewall	T# 08 (iv)/18-19
5.	High End Production Servers	T# 08 (v)/18-19
6.	Storage Solution for Backup	T# 08 (vi)/18-19
7.	Laptops	T# 08 (vii)/18-19
8.	AIO (All-In-One) Desktop Computers	T# 08 (viii)/18-19
9.	Wireless Access Points	T# 08 (ix)/18-19
10.	Color Scanners	T# 08 (x)/18-19
11.	High End Printers	T# 08 (xi)/18-19

Interested bidders may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, date and location for opening of bid, bid evaluation criteria, clarification/rejection of bid etc. from the undersigned and can 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 20, 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. 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 # 08 (x)/ 18-19**

2. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.

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

#### **PURCHASE OF COLOR SCANNERS**

through

#### **SINGLE STAGE TWO ENVELOP METHOD.**

5. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as "FINANCIAL BID" and "TECHNICAL BID" in bold and legible letters.
6. Initially, only the envelope marked "TECHNICAL BID" shall be opened publically. The envelope marked as "FINANCIAL BID" shall be retained.
7. After the evaluation and approval of the technical bid, financial bids of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful bidders will be returned.
8. 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/>
9. The bid validity period shall be 150 days.
10. Any bidder may quote for any single requirement.
11. The amount of the bid and bid security shall be in Pak rupees.
12. The bid security shall be submitted in a third sealed envelope with the technical bid. 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**.

13. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
14. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
15. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.
16. 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.
17. 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.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
20. 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.
21. The rates must be quoted strictly in accordance with our documents and Annex(s).
22. Discounts (if any) offered by the bidder shall be part of the bid.
23. 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 supplier/service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. 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 and second lowest evaluated bid will be awarded the contract
24. Bids shall be evaluated as per technical evaluation criteria prescribed in the bidding documents and bidders meeting all the must requirements and quoting lowest rate shall be selected.
25. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
26. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
27. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.

28. 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.
29. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
30. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
31. Quantities may vary according to SECP requirement.
32. 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).
33. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
34. 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.
35. 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.
36. 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.
- 37. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
38. Clarification if any on the technical requirement may be obtained [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
39. The bids received after the due date and time will not be entertained.
40. Successful bidders shall be bound to provide the required equipment/services within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.
41. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
42. The envelopes shall bear the following additional identification marks:

<b>Bid for:</b>	<b>“Color Scanners”</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

43. The deadline for the submission of bids is:

**Date: December 20, 2018**

Time: 1500Hrs

44. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**

NICL; Building, 63 Jinnah Avenue, Blue Area,  
Islamabad

**Date: December 20, 2018**

Time: 1530Hrs

A statement “Not to be opened before 1530 Hrs on Date: **December 20, 2018**” shall be clearly mentioned on the top of the sealed bid.

**Note:**

- The attachment details are as under

1. TOR & Bids Evaluation Criteria for Color Flatbed Scanners **Annex “A”**
2. TOR & Bids Evaluation Criteria for Color Sheet fed Scanners **Annex “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**

SR	REQUIREMENT	QUANTITY
1.	Color Scanner (Flatbed + ADF + Duplex)	13

**DELIVERY INFORMATION**

The scanners to be delivered and installed at multiple SECP offices countrywide

**TECHNICAL SPECIFICATIONS**

SR	ATTRIBUTE	SPECIFICATION
1.	Partnership Level	Authorized Tier-1 and Authorized Service Provider (ASP)
2.	Relevant Experience	Minimum 05 years
3.	Geographical Coverage	ISB, KHI, LHR
4.	Scanner Type	Flatbed with ADF, DUPLEX (Color Scanner)
5.	Scan Resolution	Up to 600 x 600 dpi (ADF), Up to 1200x1200dpi (Flatbed)
6.	Digital sending features	Send to network folder, send to email, send to PC, OCR
7.	Bit Depth	48 bit internal
8.	Levels of grayscale	256
9.	Connectivity	Hi Speed USB 3.0 and GbE network
10.	Multi-feed detection	Yes
11.	ADF Capacity	50 sheets standard
12.	Scan Speed ADF	(A4/Letter): Up to 30 ppm/60 ipm
13.	Scan size, maximum (flatbed)	216 x 356mm
14.	Scan size, maximum (ADF)	216 x 3100mm
15.	Duty Cycle (Daily)	4,000 pages (ADF), 100 pages (Flatbed)
16.	OS Compatibility	All versions of Windows operating systems
17.	Scan file format	PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (rtf) and Searchable PDF
18.	Other Scanning Features	Blank page removal, Auto orientation, Auto color detect, Auto crop, Auto exposure, Hole removal, Straighten content, Erase edges, Clean up background, Auto threshold, Color drop out, OCR
19.	Media Types	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)
20.	Delivery	04 – 06 weeks at multiple SECP offices (ISB, KHI, LHR)
21.	Warranty	01 year comprehensive onsite

### **TECHNICAL EVALUATION CRITERIA**

<b>SR.</b>	<b>ATTRIBUTE</b>	<b>SPECIFICATION</b>	<b>WEIGHTAGE</b>
1.	Authorization Letter	Authorized Service Provider (ASP) and Manufacturing Authorization Letter (MAL) from the Principal	<b>MUST</b>
2.	Partnership Level	Authorized Tier-1 partner (Principal Letter/ Certificate)	<b>MUST</b>
3.	Relevant Experience	Minimum 05 years (work order proofs)	<b>MUST</b>
4.	Geographical coverage	ISB, KHI, LHR	<b>MUST</b>
5.	Scanner Type	Flatbed with ADF, Duplex (Color Scanner)	<b>MUST</b>
6.	Scan Resolution	Up to 600 x 600 dpi (ADF), Up to 1200 x 1200dpi (Flatbed)	<b>MUST</b>
7.	Digital sending features	Send to network folder, send to email, send to PC, OCR	<b>MUST</b>
8.	Bit Depth	48 bit internal	<b>MUST</b>
9.	Levels of grayscale	256	<b>MUST</b>
10.	Connectivity	Hi Speed USB 3.0 and GbE network	<b>MUST</b>
11.	Multi-feed detection	Yes	<b>MUST</b>
12.	ADF Capacity	50 sheets standard	<b>MUST</b>
13.	Scan Speed ADF	(A4/Letter): Up to 30 ppm/60 ipm	<b>MUST</b>
14.	Scan size, maximum (flatbed)	216 x 356mm	<b>MUST</b>
15.	Scan size, maximum (ADF)	216 x 3100mm	<b>MUST</b>
16.	Duty Cycle	4,000 pages (ADF), 100 pages (Flatbed)	<b>MUST</b>
17.	OS Compatibility	All versions of Windows operating systems	<b>MUST</b>
18.	Scan file format	As mentioned above	<b>MUST</b>
19.	Other Scanning Features	As mentioned above	<b>MUST</b>
20.	Media Types	As mentioned above	<b>MUST</b>
21.	Warranty	01 year comprehensive onsite	<b>MUST</b>

#### **NOTE:**

1. The bidders **MUST** submit a compliance sheet against all requirements mentioned in the technical evaluation criteria.
2. Bids **NOT** in compliance with must items in the evaluation criteria will **NOT** be evaluated.
3. The quantity and location of delivery will be communicated to the successful bidder with the purchase order.

#### **FORMAT FOR COMPLIANCE SHEET**

<b>SR</b>	<b>ATTRIBUTE</b>	<b>SPECIFICATION</b>	<b>COMPLIANCE (YES/NO/ PARTIAL)</b>

**TERMS OF REFERENCE**

SR	REQUIREMENT	QUANTITY
1.	Color Scanner (Sheetfed)	09

**DELIVERY INFORMATION**

The scanners to be delivered and installed at multiple SECP offices countrywide

**TECHNICAL SPECIFICATIONS**

SR	ATTRIBUTE	SPECIFICATION
1.	Partnership Level	Authorized Tier-1 and Authorized Service Provider (ASP)
2.	Relevant Experience	Minimum 05 years
3.	Geographical Coverage	ISB, KHI, LHR
4.	Scanner Type	Sheetfed (Color Scanner)
5.	Scan Resolution	Up to 600 dpi (color and mono, Sheet-feed)
6.	Bit Depth	24-bits external 48-bits internal
7.	Levels of grayscale	256
8.	Connectivity	USB 3.0 (SuperSpeed)
9.	Multi-feed detection	Yes
10.	ADF Capacity	80 sheets standard
11.	Scan Speed ADF	Up to 75 ppm/150 ipm
12.	Scan size, maximum (ADF)	216 x 3100mm
13.	Duty Cycle	7,500 pages daily
14.	OS Compatibility	All versions of Windows operating systems
15.	Scan file format	Excel file format, PowerPoint file format, Word, WordPerfect, searchable PDF, JPEG, PNG, BMP, TIFF, Text (.txt), Rich Text (rtf), XML and XPS
16.	Other Scanning Features	Auto-color detect, auto-crop, auto-exposure, OCR, edge removal, background clean-up, remove hole, color drop out, straighten the page, misfeed detection advance setting
17.	Delivery	04 – 06 weeks at multiple SECP offices (ISB, KHI, LHR)
18.	Warranty	01 year comprehensive onsite



### **TECHNICAL EVALUATION CRITERIA**

<b>SR.</b>	<b>ATTRIBUTE</b>	<b>SPECIFICATION</b>	<b>WEIGHTAGE</b>
1.	Authorization Letter	Authorized Service Provider (ASP) and Manufacturing Authorization Letter (MAL) From the Principal	<b>MUST</b>
2.	Partnership Level	Authorized Tier-1 partner (Principal Letter/ Certificate)	<b>MUST</b>
3.	Relevant Experience	Minimum 05 years (work order proofs)	<b>MUST</b>
4.	Geographical Coverage	ISB, KHI, LHR	<b>MUST</b>
5.	Scanner Type	Sheetfed (Color Scanner)	<b>MUST</b>
6.	Scan Resolution	Up to 600 dpi (color and mono, Sheet-fed)	<b>MUST</b>
7.	Bit Depth	24-bits external 48-bits internal	<b>MUST</b>
8.	Multi-feed detection	Yes	<b>MUST</b>
9.	Levels of grayscale	256	<b>MUST</b>
10.	Connectivity	USB 3.0 (SuperSpeed)	<b>MUST</b>
11.	ADF Capacity	80 sheets standard	<b>MUST</b>
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17.	Other Scanning Features	As mentioned above	<b>MUST</b>
18.	Warranty	01 year comprehensive onsite	<b>MUST</b>

#### **NOTE:**

1. The bidders **MUST** submit a compliance sheet against all requirements mentioned in the technical evaluation criteria.
2. Bids **NOT** in compliance with must items in the evaluation criteria will **NOT** be evaluated.
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#### **FORMAT FOR COMPLIANCE SHEET**

<b>SR</b>	<b>ATTRIBUTE</b>	<b>SPECIFICATION</b>	<b>COMPLIANCE (YES/NO/ PARTIAL)</b>

#### **FORMAT FOR FINANCIAL BID ONLY**

<b>S#</b>	<b>Quoted Item (Brand, Model etc.)</b>	<b>Unit Price with all applicable taxes</b>	<b>Total Price with all applicable taxes</b>
1.			