



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 01/19-20**

### **INVITATION TO BID**

The Securities and Exchange Commission of Pakistan invites sealed bids from the service providers registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

#### **“OUT SOURCING PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO, KARACHI FOR THE YEAR 2019-20”**

Interested service providers may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, Terms of reference, evaluation criteria, clarification/rejection of bids etc. against above requirement from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instruction in the bidding documents, must reach under signed on or before **10<sup>th</sup> September 2019 by 1500 Hrs** and will be opened on the same day at 1530 Hrs.

In case of any query, Admin Department may be contacted on telephone No. 021-99213424 or by sending an email at [sajjad.ahmed@secp.gov.pk](mailto:sajjad.ahmed@secp.gov.pk) during office hours (Monday to Friday excluding Public Holidays).

**Deputy Director (Admin)**

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

- 1. Tender Identification Number: TENDER # 01 /2019-2020**
- 2. Bids are invited for “PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO, KARACHI FOR THE YEAR 2019-20” through SINGLE STAGE ONE ENVELOP METHOD**
- 3. The Procurement Agency is:**
  - i. Securities and Exchange Commission of Pakistan**  
State Life building # 2, 4th Floor Wallace Road, Off. I.I. Chandigarh Road  
Karachi
4. Quoted price must be in Pak rupees inclusive of all government applicable taxes.
5. The bidders should be registered with income tax department or ( NTN ) and the Registration number must be mentioned in the quotation and a copy of Registration Certification ( NTN ) should be provided, along with contact person’s name, designation, complete postal address, and telephone & Fax number(s).
6. Rates of the photocopier and network printing services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly total photocopies and network printing will range between 60,000 to 70,000 numbers (approx.).
7. The successful bidder shall be providing at least two digital photocopier machines and two heavy duty (monochrome) network laser printer at SECP Office at Karachi.
8. Bidder shall quote (Lump sum) cost per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along with the maintenance of all machines at site, when it is required.
9. The successful bidder shall be responsible for providing a machine operator deputed at SECP’s Karachi office from 9:00am to 6:00pm (Monday to Friday)., due to certain important work , the machine operator may have to stay late at the office at 6:pm, very rarely .
10. Rates of the photocopier services shall remain valid throughout the contract/agreement period i.e. (2019-20) and contract/agreement may be extended for next one to two years with mutual consent and mutually agreed terms and conditions between the Commission and the successful bidder.
11. Bid validity will not be less than **150** days from the bidding/bid opening date.
12. Commission shall be responsible for the provision of furniture & Fixture, electricity and space for Photocopier Machine(s).

13. Tender should be accompanied with earnest money (refundable) for an amount equal to 2% of the total quoted price (Inclusive of applicable Taxes) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan.
14. Tender without Security bid will not be entertained and rejected straightway.
15. The language of the bid is English and alternative bids shall not be considered.
16. The Commission reserves the right to accept or reject any or all bids.
17. Proposal received by Fax or e-mail shall not be accepted. Unsealed proposals will also not be accepted.
- 18. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.**
19. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered by any bidder and bidders should supply the same at quoted rates.
20. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
- 21. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.**
- 22. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.**
23. If the bid is withdrawn after opening of bids and 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/ SRO, KHI
24. 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.
25. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
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 lowest 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. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
- 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. Bidder must submit an affidavit with the bid that the bidder is not black listed by any organization

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

31. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.

32. 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.

33. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, SLIC # 2 Building, Wallace Road I.I. Chundrigar Road , Karachi

34. The envelopes shall bear the following additional identification marks:

**Bid for:           “PHOTOCOPIER & NETWORK PRINTING SERVICES AT SRO, KARACHI FOR THE YEAR 2019-2020”**

**Firm Name:**       XYZ Firm

**Attention:**       Admin. Dept., State Life building # 2, 4th Floor Wallace Road-Off. I.I. Chandigarh Rd., Karachi

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

**Date: 10<sup>th</sup> September 2019**

Time: by 1500 Hrs.

**2. The bid opening shall take place at:**

**Securities and Exchange Commission of Pakistan**

State Life building # 2, 4th Floor Wallace Road- Off. I.I.  
Chandigarh Road, Karachi

**Date: 10<sup>th</sup> September 2019**

Time: 15:30 Hrs

**3. A statement “Do Not Open Before 1530Hrs on , 10th September 2019) shall be clearly mentioned on the top of the sealed bid.**