



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 07/19-20

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from the service providers based in Pakistan and 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 following requirements

S#	Requirements	Tender Ref #
1	Development of Law/Rule/Regulation Repository for SECP's Website	T# 07 (i)/19-20
2	Renewal of Kaspersky Antivirus Licenses	T# 07(ii) /19-20

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid bond/security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before October 11, 2019 by 1500 Hrs and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091-4 (Ext-437) during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

Terms and Conditions for Bids and Bidders

Tender Identification Number: **TENDER # 07(ii)/19-20**

The Procurement Agency is:

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

1. 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 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

Renewal of Kaspersky Antivirus Licenses

through

SINGLE STAGE ONE ENVELOP METHOD.

2. Renewal of Licenses is required before expiry i.e. **January 02, 2020.**
3. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/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.
4. Bids not accompanied by bid bond/security or with less amount of bid bond/security will not be entertained.
5. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
6. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
7. If any supplier is not in ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
8. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
9. 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/>
10. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
11. The bid validity period shall be 150 days.
12. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.

13. The language of the bid is English and alternative bids shall 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 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.
16. The rates must be quoted strictly in accordance with our documents and Annex(s).
17. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
18. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
19. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all applicable taxes.
20. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
21. 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.
22. 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/provide services on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
23. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
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. Bidder must submit following undertakings (on stamp paper of Rs. 100):
 - a) Affidavit that the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that bidder.
 - b) Affidavit that the bidder has never been blacklisted by any National/International organizations.
26. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
27. All software-based items contain installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).

28. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
29. The quantities may increase/decrease according to SECP requirement.
30. 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.
31. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
32. Payment shall be made after delivery, installation and commissioning of complete equipment/licenses/services/renewals. All payments shall be made after deduction of taxes and all payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
33. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
34. Only sealed bids will be accepted/opened and unsealed bids will be rejected.
35. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
36. Clarification if any on the requirements may be obtained from: ubaidullah.khalid@secp.gov.pk
37. The bid bond/security of successful bidder will be retained and returned after delivery, installation and commissioning of complete equipment/licenses/services/renewals of ordered items. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
38. During the retention period the bid bond/security no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid bond/security.
39. Successful bidders shall be bound to provide the required items 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.
40. In case 1st lowest bidder is unable to supply ordered items/services then the Commission reserve the right to award the contract to 2nd lowest evaluated bidder. In case 2nd lowest evaluated bidder is unable to supply ordered items/services then the Commission reserve the right to award the contract to 3rd lowest evaluated bidder.
41. Bid bond/security of the bidder who is unable to supply ordered items/services shall be forfeited in favor of the Commission.
42. The Commission reserves the right either to issue a Purchase Order or sign an agreement with the successful bidder OR PO & Agreement both will be executed.
43. The bids received after the due date and time will not be entertained.

44. 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.

45. The place of bid destination is:

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

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

Bid for: Renewal of Kaspersky Antivirus Licenses
Bidder Name: XYZ
Attention: M. Ubaidullah Khalid
Deputy Director, Admin,
4th Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

47. The deadline for the submission of bids is:

Date: October 11, 2019
Time: 1500Hrs

48. The bid opening shall take place at

Securities and Exchange Commission of Pakistan NICL Building, 63
Jinnah Avenue, Blue Area, Islamabad
Date: October 11, 2019
Time: 1530Hrs

49. A statement “Not to be opened before 1530 Hrs. on October 11, 2019” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

Terms of Reference and Technical Evaluation Criteria **Annex “A”**

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

TERMS OF REFERENCE

Renewal of Kaspersky Antivirus Licenses currently in use in SECP are required as under:

S. No.	Description	Quantity	Duration
1.	Kaspersky Total Security for Business (for Workstations, File Servers, Internet Security and Mail Security etc.).	775	01 Year Existing License Details: Date of License: 01-01-2019 Expiration Date: 02-01-2020
2.	After sales technical support via phone and email from (9:00am to 5:00pm, Monday to Friday) for whole license duration.	N/A	01 Year
3.	FOC professional hands on training for at least two SECP resources within one month of renewal/ delivery of licenses.	01	N/A

EVALUATION CRITERIA

S. No.	Description	Marks
1.	Valid partnership certificate with the principal i.e., Kaspersky	MUST
2.	Duration of license/ support renewal (01 Year)	MUST
3.	FOC professional hands on training for at least two SECP resources within one month of renewal/ delivery of licenses.	MUST

Note:

Bids NOT in compliance with MUST requirement in the evaluation criteria will NOT be evaluated and shall not be considered for financial evaluation.

Bids compliant with the MUST requirement and quoting Lowest Total Cost will be selected.

DOCUMENTARY EVIDENCE

Name of the Bidder: _____

Bid against Reference No: _____

Date of opening of Bid: _____

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant documents placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S#	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate			
2	GST Certificate			
3	On Active Tax Payers List of FBR			
4	Registration/Incorporation/Business Certificate			
5	Affidavits			
6	Bid Bond/Security			
7	Bid Validity period of 150 days			
8	Original Bidding documents duly signed/ stamped			