



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 08/19-20**

### Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from the authorized services providers/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 following requirements

S. No.	Requirements	Tender Ref No.
1	Microsoft Windows 10 Professional Licenses	T# 08 (i)/19-20
2	Laptops	T# 08 (ii)/19-20
3	AIO (All-In-One) Desktop Computers	T# 08 (iii)/19-20
4	Printers	T# 08 (iv)/19-20
5	Scanners	T# 08 (v)/19-20
6	10G Network Switch	T# 08 (vi)/19-20
7	Standard 24-Port Gigabit Switch	T# 08 (vii)/19-20
8	Standard 48 Port Gigabit Switch with 2x 1G SFP uplinks	T# 08 (viii)/19-20
9	Environment Monitoring Device (EMD)	T# 08 (ix)/19-20

Bidders can submit their bid against any of the above listed item. 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 18, 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

1. **Tender Identification Number:** TENDER # 08 (i)/19-20

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 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

### **Purchase of Microsoft Windows 10 Professional Licenses**

through

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

4. 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.
5. The Bid Bond to be enclosed in a **SEPARATE ENVELOPE**, labelled as "**BID BOND**", and should be **SEALED** and enclosed in the main envelop.
6. BID Bond should not be ENCLOSED in the envelope of financial OR technical proposal.
7. Initially, only the envelope marked "**TECHNICAL BID**" shall be opened publicly. The envelope marked as "**FINANCIAL BID**" shall be retained.
8. 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.
9. 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.
10. Bids not accompanied by bid bond/security or with less amount of bid bond/security will not be entertained.
11. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
12. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
13. 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.
14. Tax shall be deducted/withheld as per applicable sales tax and income tax law.

15. 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/>
16. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
17. The bid validity period shall be 150 days.
18. 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.
19. The language of the bid is English and alternative bids shall not be considered.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
21. 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.
22. The rates must be quoted strictly in accordance with our documents and Annex(s).
23. 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.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
25. 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. 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.
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
27. Quoted amount will be considered inclusive of all taxes.
28. Selected service provider/supplier 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 bond/security submitted with the bid will be forfeited in favor of the Commission.
29. 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.
30. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
31. 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 Government / Semi Government/ Autonomous body/International Organization.
32. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
33. 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).
34. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
35. The quantities required may increase/decrease according to SECP requirement.
36. 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.
37. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
38. 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.
39. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
40. Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.
41. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
42. Clarification if any on the requirements may be obtained from:  
○ [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
43. 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.
44. Bid security of successful bidder will be released after submission of Performance Guarantee i.e. Pay order/ Demand draft, equivalent to 10% of the value of Contract/ Purchase Order. The Performance Guarantee will be released after successful completion of the warranty period and verification/ confirmation by IT Dept.
45. 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.
46. 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.
47. In case 1st lowest evaluated bidder is unable to supply ordered items 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 then the Commission reserve the right to award the contract to 3rd

lowest evaluated bidder.

48. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
49. 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.
50. The bids received after the due date and time will not be entertained.
51. 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.
52. The place of bid destination is:

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

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

Bid for:	<b>Microsoft Windows 10 Professional Licenses</b>
Bidder Name:	XYZ
Attention:	M. Ubaidullah Khalid Deputy Director, Admin, 4 <sup>th</sup> Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

54. The deadline for the submission of bids is:

**Date: **October 18, 2019**  
Time: 1500Hrs**

55. The bid opening shall take place at

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

**Date: **October 18, 2019**  
Time: 1530Hrs**

**A statement “Not to be opened before 1530 Hrs **on October 18, 2019**” shall be clearly mentioned on the top of the sealed bid.**

**Note: Attachment Details are as under:**

- |   |                  |
|---|------------------|
| <b>1. Terms of Reference/Technical Specifications</b> | <b>Annex “A”</b> |
| <b>2. Evaluation Criteria</b>                         | <b>Annex “B”</b> |
| <b>3. Format for Financial Bid</b>                    | <b>Annex “C”</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**

<b>SR</b>	<b>REQUIREMENT</b>	<b>QUANTITY</b>
1.	Microsoft Windows 10 Professional x64 EN OLP Licenses	315

**TECHNICAL SPECIFICATIONS**

<b>SR</b>	<b>ATTRIBUTE</b>	<b>SPECIFICATION</b>
1.	Partnership Level	Microsoft Silver or Gold level partnership letter/certificate
2.	Authorization	Manufacturer Authorization Letter (MAL)
3.	Operating System Type	Microsoft Windows 10 Professional 64 Bit, English OLP
4.	License Integration	SECP Volume Licensing Service Center (VLSC) Portal Integration
5.	Supported Activation Types	Multiple Activation Key (MAK) Volume Licensing Key (KMS)
6.	Delivery Time	Maximum 1 – 2 weeks after PO

**TECHNICAL EVALUATION CRITERIA**

SR	ATTRIBUTE	SPECIFICATION	WEIGHTAGE
1.	Partnership Level	Microsoft Silver or Gold level partnership letter/ certificate, <b><u>MUST</u></b> be attached with the bid.	MUST
2.	Authorization	Manufacturer Authorization Letter (MAL), <b><u>MUST</u></b> be attached with the bid	MUST
3.	Operating System Type	Microsoft Windows 10 Professional 64 Bit, English OLP	MUST
4.	License Integration	SECP Volume Licensing Service Center (VLSC) Portal Integration	MUST
5.	Supported Activation Types	Multiple Activation Key (MAK) Volume Licensing Key (KMS)	MUST
6.	Delivery Time	Maximum 1-2 weeks after PO	MUST

**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.

**FORMAT FOR TECHNICAL COMPLIANCE SHEET**

SR	ATTRIBUTE	SPECIFICATION	COMPLIANCE (YES/NO/ PARTIAL)

**FORMAT FOR FINANCIAL BID ONLY**

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

**NOTE:** Bid found in compliance of the mandatory requirements in technical evaluation and quoting lowest cost shall be selected.