



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 01/IT/F/11/2019

Invitation to Bid **Disposal of Old Laptops**

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal following laptops:

<u>Laptops</u>	<u>Qty</u>
HP Pro book 4440s	195
HP Pro book 4430s	20
Total	215

To view the assets for disposal, interested parties may visit Commission's Head office, in Islamabad and Company Registration Offices (CROs) located in other cities, during any working day from 1000Hrs to 1600Hrs. The "Invitation to bids" documents with detail terms & Conditions may be obtained by visiting the SECP website: www.secp.gov.pk/procurement. The assets are offered for disposal on "AS IS WHERE IS" basis.

The sealed bids must reach to the concerned officer(s) either at head office in Islamabad or any regional offices of the Commission (i.e through courier or by hand) by 1500Hrs, **November 28, 2019** and will be opened on the same day at 1530Hrs. Addresses detail of Head Office and CROs is given in tender documents. For any clarification and further details please contact the following focal person:

Assistant Director, (Administration)
4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad
051-9207091-4, Ext# 375/302

Terms and Conditions for Bids and Bidders

1. "Invitation to Bids" Identification Number T#01/IT/F/11/2019
2. Bids are invited for "Disposal of Old Laptops".
3. The Asset Disposing Agency is "The Securities and Exchange Commission of Pakistan".

4. Bid Validity period should be 90 days.
5. The amount of the bid shall be in Pak Rupees.
6. If the bid (s) is withdrawn after opening and before the completion of disposal process i.e. identification of successful bidders, then such bid (s) will be cancelled.
7. The Commission does not pledge to accept the highest bid and reserves the right of disposing full or part assets offered and bidders should buy the same at the rates quoted by them.
8. As Laptops are available at different locations therefore successful bidder will be responsible to bear the transportation cost (If any.)
9. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Commission would be final and binding on all matters relating to this tender.
10. Interested parties may visit to view the assets for disposal at Commission's head office and regional offices from 1000Hrs to 1600 Hrs on any working day. (Monday – Friday).
11. The language of the bid is English or Urdu and alternative bids may not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
13. The offers 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.
14. 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.
15. 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.
16. Bid shall comprise a single package containing one envelope and submitted on prescribed format.
17. Each envelope shall bear the following identification marks in bold and legible letters:
18. **Bid for: Disposal of Old Laptops**
19. **Name of Interested Party :** _____
20. The deadline for the submission of bids is:
21. Date: November 28, 2019
Time : 1500 Hrs.

22. The bid opening shall take place on:
23. Date: November 28, 2019
Time : 1530 Hrs
24. A statement "Do Not Open Before 1530Hrs on November 28, 2019, " shall be clearly mentioned on the top of the sealed bid.
25. Bids received after the due date and time will not be entertained.
26. Successful bidder will have to deposit the quoted offer within three working days of the date of firm written offer by the Commission, otherwise Commission will have the right to declare the next highest bidder as successful bidder.
27. On receipt of full payment from successful bidder, successful bidder will be required to get the bought assets shifted (on his/her own) within 07 working days, otherwise, Commission will not take any responsibility of the sold assets. Transportation charges shall be borne by the bidder.
28. The Commission reserves the right to accept or reject any or all offers without assigning any reason.
29. 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.
30. Interested parties are required to submit their proposal separately for IT assets and Other office equipment as per list.
31. As laptops are available at various location therefore, bidders may visit following locations to view laptops condition physically:

SN	Laptop Model	Islamabad	Lahore	Karachi	Peshawar	Total
01	HP Pro book 4440s	136	18	37	4	195
02	HP Pro book 4430s	6	14	-	-	20
	Total	142	32	37	4	215

Contact Person details are as follows;

1. Head Office:

Mr. Raheel Anees

Tel: 9207091-4 Ext 375/302

Securities and Exchange Commission of Pakistan,

NICL Building, Jinnah Avenue, Blue Area, Islamabad-44000, Pakistan.

2. CRO Karachi:

Mr. Sajjad Ahmed,

+ 92 (21) 99213271-2

State Life Building-2, Company Registration Office, 4th Floor North Wing,
Wallace Road, Karachi

3. CRO Lahore:

Mr. Muhammad Ali Tahir,
+92 (42) 99204962-6

Company Registration Office, Associate House, 3rd & 4th Floor,
7-Egerton Road, Lahore

4. CRO Peshawar:

Mr. Muhammad Naushad,
+92 (91) 9213178

Company Registration Office, State Life Building, 1st Floor The Mall, Peshawar Cantt.
PESHAWAR.

If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

“Annexure-A”

Bid Submission form

1. Bid for Asset (Ref #): _____
2. Name of Interested Party: _____
3. CNIC# _____
4. NTN# _____
5. Offered Price: _____
6. Contact Number: _____
7. Postal Address: _____
8. Email Address: _____

Bid Price w.r.t assets for which bid is submitted for

Sr. No	Name of Assets	Offered Price (PKR)
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1	HP Pro book 4440s (Qty 195)	
2	HP Pro book 4430s (Qty 20)	
	Total Offered Price:	

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form 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 with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name: _____

Signature: _____

Date: _____

Company Seal