



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 35/19-20

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from the 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:

Requirement (s)	Tender Identification number
Audit for Examining Readiness of Disaster Recovery (DR) Site and its Facilities	T# 35 (i)/19-20
Purchase of LaserJet Network Printers with Automatic Duplexer	T# 35 (ii)/19-20

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid 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 free of cost 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 **March 09, 2020 by 1030 Hrs** and will be opened on the same day at 1100 Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091 (Ext-437/444) during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)
4th Floor NICL Building, Jinnah Avenue, Blue Area Islamabad.

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: **TENDER # 35 (ii) /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 LaserJet Network Printers with Automatic Duplexer
through

SINGLE STAGE TWO ENVELOP METHOD

4. Bids 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 sealed and labelled as **"BID BOND"**, and should be with the Technical bid envelop.
6. **BID Bond should not be placed within the envelope of financial bid/proposal.**
7. Initially, only the envelope marked **"TECHNICAL BID"** shall be opened publicly. The envelope marked as **"FINANCIAL BID"** and **Bid Bond** shall be retained.
8. Bids not accompanied by bid bond/security as required or with less amount of bid bond/security will be rejected.
9. After the evaluation and approval of the technical bid, financial bids and their bid bonds 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 and the bid bonds of technically unsuccessful bidder will be returned.
10. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR are eligible to provide services to the Commission. **Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.**
11. After selection if any supplier is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
12. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
13. **SECP shall purchase required licenses from bidder found in compliance of MUST requirements**

and lowest amongst all.

14. 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/>
15. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
16. The bid validity period shall be 150 days.
17. The bids should be accompanied by bid security (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft in favor of **Securities and Exchange Commission of Pakistan**. Bids not accompanied by bid bond/security as required or with less amount of bid security will be rejected.
18. The amount of the bid and bid security shall be in Pak rupees.
19. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
20. 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.
21. The language of the bid should be in English and alternative bids shall not be considered.
22. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
23. 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 allowed and may disqualify the original offer.
24. The rates must be quoted strictly in accordance with our documents and Annex(s).
25. 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.
26. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
27. **Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.**
28. 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 best evaluated bidder.
29. 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.

30. 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.
31. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
32. **Bidder must submit following undertaking (on stamp paper of Rs. 100), failing which the bid shall be rejected.**
 - a) **Affidavit that the documents/details/information submitted is true and liable for rejection 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.**
33. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/license/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
34. 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).
35. The equipment/software/renewals/license supplied must be duty paid in respect of all applied duties and taxes.
36. Required quantities may increase/decrease according to SECP requirement.
37. 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.
38. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
39. Payment shall be made after delivery, installation and commissioning of complete equipment/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.
40. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
41. Unsealed bids will not be accepted.
42. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
43. Clarification if any on the requirements may be obtained from ubaidullah.khalid@secp.gov.pk
44. The bid security of successful bidder will be retained until supply of the printers. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
45. During the retention period the bid security no interest / markup will be paid on this amount by Commission to bidder at the time of refund/release of bid security.

46. Successful bidders shall be bound to provide the required item/services/licenses/renewal within the delivery period/before expiry.
47. 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.
48. The bids received after the due date and time will be rejected.
49. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the bid/offer will be ignored.
50. The place of bid destination is:

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

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

Bid for:	Purchase of LaserJet Network Printers with Automatic Duplexer
Bidder Name:	XYZ
Attention:	M. Ubaidullah Khalid Deputy Director, Admin, 4 th Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

52. The deadline for the submission of bids is:

Date: March 09, 2020
Time: 1030 Hrs

53. The bid opening shall take place at:

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

Date: March 09, 2020
Time: 1100Hrs

A statement “Not to be opened before 1100Hrs on March 09, 2020” shall be clearly mentioned on the top of the sealed bid.

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.	LaserJet Network Printer with automatic duplexer	09

DELIVERY INFORMATION

The Printers must be delivered and installed at SECP Offices Islamabad, Karachi, Lahore

TECHNICAL SPECIFICATIONS

SR.	SPECIFICATION	REQUIREMENT
1	Partnership Level	Authorize Tier:1 Service Delivery Partner (ASDP - Principal Letter)
2	Relevant Experience	Minimum 03 years (attach work order proofs)
3	Geographical Coverage	For SECP offices in ISB, LHR, and KHI
4	Printer Type / Technology	Network LaserJet
5	Print Speed	Not less than 60 PPM
6	First Page Print	Upto 6 seconds maximum
7	Print Quality/Resolution	Up to 1200 x 1200 dpi
8	Duplex Printing	Automatic Standard
9	Duty Cycle	275,000 pages monthly
10	Paper Handling	Input Tray 1 : 100 Sheets multipurpose Input Tray 2: 500 Sheets Out bin: 500 Sheets
11	Memory	Not less than 512 MB
12	Processor	Not less than 1.2GHz
13	Connectivity	Hi Speed USB 2.0 and Gigabit network
14	Delivery	06-08 weeks for SECP offices in ISB, LHR and KHI
15	Warranty	01 Year on site comprehensive

TECHNICAL EVALUATION CRITERIA

SR.	SPECIFICATION	REQUIREMENT	WEIGHTAGE
1.	Authorized service delivery partner (ASDP) certificate from the Principal		MUST
2.	Partnership Level	Authorize Tier:1 Partner (Principal certificate)	MUST
3.	Relevant Experience	Minimum 03 years (attach work order proofs)	MUST
4.	Printer Technology	LaserJet	MUST
5.	Print Speed	60 PPM (minimum)	MUST
6.	First Page Print	Upto 6 seconds	MUST
7.	Print Quality/Resolution	Up to 1200 x 1200 dpi	MUST
8.	Duplex Printing	Automatic Standard	MUST
9.	Duty Cycle	275,000 pages monthly	MUST

10.	Paper Handling	Input Tray 1 : 100 Sheets multipurpose Input Tray 2: 500 Sheets Out bin: 500 Sheets	MUST
11.	Memory	Not less than 512 MB	MUST
12.	Processor	Not less than 1.2GHz	MUST
13.	Connectivity	Hi Speed USB 2.0 and Gigabit network	MUST
14.	Warranty	01 Year on site comprehensive	MUST

NOTE: Bids NOT in compliance with must items in the evaluation criteria will NOT be evaluated for other features.

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 mark page number on each page of the bid and mention the exact page number of relevant documents in the table below.** 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	Availability on Active Tax Payers List of FBR			
4	Registration/Incorporation/Business Certificate			
5	Affidavits			
6	Bid Bond/Security (As applicable)			
7	Bid Validity period of 150 days (As applicable)			
8	Original Bidding documents duly signed/ stamped			
9	Contact Number and Email Address.			