



**SECURITIES AND EXCHANGE COMMISSION
OF PAKISTAN**

T# 44/19-20

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from principal's eligible authorized dealers/distributors/partners/resellers and suppliers/service providers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue/Relevant Tax Authority for following requirement:

**Supply and Installation of Hybrid PABX Exchange (built in IP support) at SECP
Head Office and CRO Lahore.**

Interested bidders may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, date and location for opening of bids, bids evaluation criteria, clarification/rejection of bids etc. from the undersigned free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/>

Bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 05, 2020 at 1100 Hrs and will be opened on the same day at 1130 Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091-4 (Ext-437/444) (Monday to Friday excluding Public Holidays)

**Asim Ayaz
Assistant Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**

Terms and Conditions for Bids and Bidders

Tender Identification Number: T# 44/19-20

1. The Securities & Exchange Commission of Pakistan invites sealed bids from principal's eligible authorized dealers/distributors/partners/resellers and suppliers/service providers registered with income tax and sales tax departments and who are on Active Taxpayers List of the Federal Board of Revenue/Relevant Tax Authority for following requirement:

**Supply and Installation of Hybrid PABX Exchange (built in IP support) at SECP
Head Office and CRO Lahore.**

through

SINGLE STAGE TWO ENVELOP METHOD.

2. **The Procurement Agency is:**

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

3. **Pre-Bid Meeting:** In order to facilitate the potential bidders, a pre bid meeting will be arranged on **April 27, 2020 at 1100 hrs.** to give them overview of the overall requirements.
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. 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/>
9. The bid validity period shall be 150 days.
10. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
11. Clarification if any on the requirements may be obtained by emailing at ubaidullah.khalid@secp.gov.pk and asim.ayaz@secp.gov.pk
12. The amount of the bid and bid security shall be in Pak rupees.
13. The bids should be accompanied by bid 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 in favor of **Securities and Exchange Commission of Pakistan**.

14. Bids not accompanied by bid security or with less amount of bid security will be rejected.
15. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.
16. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
17. 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.
18. 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.
19. In order to obtain full understanding of the TORs, interested bidders may visit site for exact measurement, specifications/requirement and understanding of actual work required.
20. The language of the bid is English and alternative bids shall not be considered.
21. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
22. 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.
23. The rates must be quoted strictly in accordance with our documents and Annex(s).
24. Discounts (if any) offered by the bidder shall be part of the bid.
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 supplier/contractor will have to provide the required supplies, 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. All items contain installation and commissioning and end user orientation is responsibility of the supplier.
28. Item supplied must be duty paid in respect of all applied duties and taxes. (if applicable)
29. The end user warranties and end user support services will be in the name of SECP for all items delivered.
30. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.

31. Bidder must have regular place of business, telephone numbers and email address. Bidders must provide proof of their existence in the particular business.
- 25. Bidder must submit following undertakings on stamp paper/letter head, failing which the bid shall be rejected:**
- a) 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) That the bidder has never been blacklisted by any National / International organizations.
32. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission. **In case bidder is in-active on ATL (Income and Sales tax) then its bid shall be rejected.**
33. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
34. 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
35. If any supplier/service provider 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/relevant revenue board.
36. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
37. The bids received after the due date and time will be rejected.
38. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
39. Bidders do not have the option of submitting their bids electronically.
40. Telegraphic and conditional bids will not be accepted.
41. Unsealed bids shall be rejected.
42. Sealed bids may be dropped in the **tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
43. Place of bid destination is:

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

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

**Bid for: Supply and Installation of Hybrid PABX Exchange (built in IP support)
at SECP Head Office and CRO Lahore.**

Bidder Name: XYZ

**Attention: 4th Floor, NICL Building, 63-Jinnah Avenue,
Blue Area, Islamabad.**

45. The deadline for the submission of bids is:

**Date: May 05, 2020
Time: 1100 Hrs.**

46. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63-Jinnah Avenue, Blue Area,
Date: May 05, 2020
Time: 1130 Hrs**

47. A statement “(Do Not Open Before May 05, 2020 at 1130 Hrs.)” shall be clearly mentioned on the top of the sealed bid.

48. Payment Terms shall be as follows; however, it may vary at time of signing of agreement,

- i. No Advance Payment shall be made.
- ii. 50% Payment shall be made after complete delivery at our premises
- iii. 40% Payment shall be made after complete installation, testing and commissioning.
- iv. 10% of total amount will be withheld for six months period as retention money.

Note:

Attachment Details are as under		
1	Core Scope of Work	Annex “A”
2	Technical Requirements	Annex “B”
3	Specifications for Audio SIP Phones	Annex “C”
4	Specifications for Operator Set	Annex “D”
5	Evaluation Criteria	Annex “E”
6	Format of financial bid Submission	Annex “F”
7	Documentary Evidence	Annex “G”

- If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements as per details above.

Core Scope of Work

1. SECP is pleased to invite Business partners of CISCO, Microsoft, Alcatel-Lucent, SIEMENS/UNIFY, HUAWEI, Nortel Avaya or equivalent for

- Deployment of a complete Hybrid - PABX System on TURN KEY basis will all required hardware / software connectors licenses etc. at
 1. Head Office and
 2. Lahore Office.
- Integration with existing conventional PABX system (Siemens HIPATH 3750) with new Hybrid PABX for Head Office only (with minimum 60 Nos ISDN Channels with basic feature transparency).
- Migration of users from current infrastructure to new infrastructure.
- End to End installation, configuration and testing of solution.
- Built-in IP support required for analogue hardware.
- Maintaining/administrating entire hybrid solution as per following requirement,

Sn	Locations	Head Office (Islamabad)	Lahore	Total
1	Grand Total Users	200	130	330
3	Audio SIP Phone with desktop client	20	-	20

2. Core Scope of work Compliance Requirements:

The objective is to procure and install, hardware and software, HYBRID PABX EXCHANGE with desktop telephone sets, and integrate with the existing conventional PABX system on turnkey basis, to fulfil following requirements;

- to improve the production environment and to meet new and existing demands of PABX extensions.
- to improves the working environment, performance, scalability, flexibility and functionality
- The system must support SIP Trunks and PRI trunks
- The Hybrid PABX must have a uniform dialling plan so that intra site calling can happen via direct extension numbers
- The new Hybrid PABX must be interop with the existing PABX for extension dialling (required for Head Office Islamabad only).
- Default built-in audio conferencing depending on the availability of the SIP trunks.
- Out of 200 users at Islamabad, 21 will be IP users. IP card (hardware)/licencing and desktop client should be part of the proposal.
- Telephone sets qty may vary as per the SECP requirement.

Future additional capabilities to be supported PABX required by SECP:

- Desktop soft client for receiving and making outside calls.
- System should be capable of call recording with/without additional hardware.

- Mobile soft client for receiving and making outside calls.
- The Hybrid PABX should support integration with video conferencing solutions i.e. Polycomm, Cisco based VC solutions.
- Active Directory integration, for a complete phone directory solution.
- LDAP Directory Synchronization (Active Directory)

Note:

- SIP trunks at Head Office and Lahore Office will be provided by SECP
- Complete System Administration Free of Cost training for 2 persons (1 each Location).
- HO will have 32 SIP trunks and other two locations will have 16 SIP trunks.
- Vendor must give a one-year support for licenses and hardware.
- The system shall be upgradable to any new software versions or releases issued during the warranty period without any extra cost.
- The Hybrid PBX shall be new, solid state, up to date start technologies of hardware and software.
- Vendor should provide necessary licenses and IP/cards where required. Hardware size should be suitable and accordance to the PABX room at both locations.
- Vendor will manage the PABX solution for one year. Support fee must be included.

Technical Requirement

Bids shall comply to following MUST requirements. **Failure to comply any MUST requirement, shall lead to rejection of the bid without evaluating technically further. Bidder shall submit all the possible supporting documents/references which confirms the compliance to the published technical requirements.**

Technical Requirements and Evaluation Criteria of Hybrid Telephony			Mention Page # of the submitted Technical bid
Sn.	MUST Requirements	Compliance	
1	SIP Trunk Support	Must	
2	Integration with Existing conventional PABX System (via min. 60 Nos ISDN Channels with basic feature transparency, for HO only)	Must	
3	01 Year Warranty along with complete support required	Must	
4	Free of cost official training for at least 02 people	Must	
5	Complete Installation of the PABX solution and Configuration by the Vendor	Must	
6	Bidder must have regular place of business in Lahore and Islamabad and must provide proof of their existence.	Must	
7	Bidder should be registered with SECP and must have at least five years of experience in the particular business of PABXs.	Must	
8	The quoted equipment should be PTA Approved (Certificate to be attached). Vendor must provide import/custom documents of the imported equipment.	Must	
9	The system must support SIP Trunks and minimum 02 PRI trunks	Must	
10	The Hybrid must have a uniform dialing plan so that intra site calling can happen via direct extension numbers	Must	
11	The new Hybrid PABX must be interop with the existing conventional PABX for extension dialing (required for Head Office Islamabad only).	Must	
12	Vendor must provide all necessary/required licenses and hardware and must provide one-year principal support for licenses and hardware.	Must	
13	The system shall be upgradable to any new software versions or releases issued during the warranty period without any extra cost.	Must	
14	The Hybrid IP PBX shall be new, non-blocking based, solid state, up to date technologies of hardware and software.	Must	
15	Desktop soft client for receiving and making outside calls should be available for their high-end users.	Must	
16	System should be capable of call recording with additional hardware.	Must	
17	Mobile soft client for receiving and making outside calls should be available for their high-end users	Must	
18	The new PABX must be supported with the video conferencing solution with additional hardware.	Must	

19	Integration is expected with all features of the solution, including but not limited to presence, audio, video calls	Must	
20	LDAP Directory Synchronization (Active Directory 2012 and later)	Must	
21	Migration of users from current infrastructure to new infrastructure	Must	
22	End to End installation, configuration and testing of solution	Must	
23	Telephone system should be hybrid PABX exchange (IP based with built-in support for analog hardware)	Must	
24	Expandable up to minimum 500 users	Must	
25	Direct inward dial (DID) support	Must	
26	Direct outward dial (DOD) support	Must	
27	Fax Connectivity	Must	
28	Built-in Music On Hold	Must	
29	One Number Service	Must	
30	Multiple Lines provisioning	Must	
31	Call Detail Recording (Duration, Source, Destination)	Must	
32	Phone Code facility for International Calls and Faxes	Must	
33	UC & Mobility (May be on selected phones)	Must	
34	Presence (through soft client)	Must	
35	Document Sharing (through soft client)	Must	
36	File Transfer (through soft client)	Must	
37	Coder-Decoder (codec) support (G711, G723, G729, G729a, G729ab)	Must	
38	Hunt groups broadcast, circular and linear	Must	
39	Directory search via name and IP numbers (Extension)	Must	
40	Call Forwarding (Off net & On-Net)	Must	
41	Call Transfer (Off net & On-Net)	Must	
42	Call Park	Must	
43	Shared line support	Must	
44	Hotline	Must	
45	Executive / Secretary setup	Must	
46	Barge and Privacy	Must	
47	Distinctive phone rings	Must	
48	Do Not Disturb	Must	
49	Extension Mobility	Must	
50	Smart Phones agents (iPhone, Android)	Must	
51	External Call Transfer Restrictions	Must	
52	Immediate Divert	Must	
53	Vendor must provide costing of IP licenses/cards where required to operate the complete solution.	Must	
54	Systems quoted for each location (Islamabad& Lahore) should be capable to operate independently in case of IP Link failure to serve the respective city office. They should also be capable for incoming & outgoing Trunk calls during this time.	Must	
55	The End of Life, End of Support life cycle of the proposed solution should be more than 05 years.	Must	
56	All required allied components required for operationalization, integration, connectivity whatsoever quoted in financial cost	Must	

Specifications for Audio SIP Phones 10/100/1000 Mbps:

MUST Requirements		Compliance	Mention Page # of the submitted Technical bid
Generic	2-line SIP phone, HD Voice, POE Enabled Handset / Hands-free / Headset Mode Desktop / Wall mount Installation External Power Supply 3-way Conference	Must	
Protocols/ Standards	SIP2.0 over UDP/TCP/TLS RTP/RTCP/SRTP STUN DHCP LLDP 802.1x SNTP FTP/TFTP HTTP/HTTPS TR-069	Must	
Network Interface	Physical: 10/100/1000 Mbps Ethernet, dual bridged port for PC bypass IP Configuration: Static / DHCP / PPPoE Network Access Control: 802.1x VPN: L2TP / Open VPN VLAN LLDP MD5 authentication QoS	Must	
Graphic Display	2+ inch color-screen LCD	Must	
Voice Codecs	HD Voice Microphone/Speaker (Handset/Hands-free) Audio format: WAV/MP3/OGG Narrowband CODEC: G.711a/u, G.723.1, G.729AB, Wide band CODEC: G.722 Full-duplex Acoustic Echo Canceller (AEC) Voice Activity Detection (VAD) / Comfort Noise Generation (CNG) /Background Noise Estimation (BNE) / Noise Reduction (NR) Packet Loss Concealment (PLC) Dynamic Adaptive Jitter Buffer	Must	

Specifications for operator set required at Lahore:

MUST Requirements		Compliance	Mention Page # of the submitted Technical bid
Display	Graphical display, 2 lines monochrome (not tiltable)	Must	
Power	System powered (without power adapter) 2wire operation	Must	
keys	<ul style="list-style-type: none"> • Keypad • 8 fixed function keys (partly equipped with red LEDs) • 8 freely programmable keys with red LEDs • Key labeling with paper strips • Control keys +/- • 3 navigation keys 	Must	
Acounstics	Hands free talking (full duplex)	Must	
Interfaces	<ul style="list-style-type: none"> • Headset jack • USB slave • Key Module 	Must	
Key Module	18 additional freely programmable keys with LEDs; function, speed dial or Trunk line keys Key labeling with paper strips	Must	

Evaluation Criteria:

- A. Bidder fulfilling all the **MUST requirements** and obtaining 70% marks i.e. 42 out of 60, or more in the technical attributes shall be considered Equivalent and further processing i.e. financial bid opening. **Bidder quoting lowest Grand Total i.e. in its financial bid, shall be awarded the contract.**

A. Technical attributes are as follows;

Sr. #	Technical Attributes	Total Marks	Ref. Page No.
1	Experience: Number of years, since its inception (02 marks per year, max marks for 5 years plus experience).	10	
2	Clientele: No of the firm's clients (4 marks for each of the, National, Multi-National Companies, Government Departments, Autonomous Bodies, Financial Institutions/Banks). Max marks for five plus clients.	20	
3	Geographical Location: If firm has office in Islamabad: 05 marks If firm has office at Islamabad and Lahore: 10 marks	10	
4	Similar Projects: Bidder has supplied and installed similar capacity exchange to other Govt./private sectors, amounting 5 million or above, (4 marks for each project, max marks for five or more projects).	20	

Format for Submission of Financial Bid

Please quote the financials in following format. Bidder can add as many rows to breakdown the cost as required.

S.#	Items	Qty/Job	Unit Cost	Total Cost
1	Cost of Hybrid Exchange for Head Office with all allied components/licenses required for operationalize the exchange i.e. connector, cables, power supplier, etc.	1		
a).	Cost of integration with Head Office Exchange with all allied components / licenses , connectors, cables, parts, etc.	1		
b).	Cost of Installation and configuration including client side. For Head Office Islamabad	1		
c).	Cost of Hybrid Exchange for CRO Lahore with all allied components required for operationalize the exchange i.e. connector, cables, power supplier, etc	1		
d).	Cost of Installation and configuration including client side. For CRO Lahore	1		
2	Unit Cost of additional Licenses (if any):	1		
3	Cost of SIP Audio Phones	20		
4	Cost of Operating Console TDM Phone for Lahore only	01 set		
5	Cost of any other relevant item (If any):			
Grand Total (A):				
S.#	Items	Qty/Job	Unit Cost	Total Cost
6	Support Cost: required for calculating TCO			
a)	2nd year estimated support cost/licenses Cost			
b)	3rd year estimated support cost/licenses Cost			
c)	4th year estimated support cost/licenses Cost			
d)	5th year estimated support cost/licenses Cost			
Grand Total (B):				

**Support for 1st year shall be considered part of the quoted hardware.*

The Commission reserves the right to purchase the required equipment either with or without the support of 2nd year and onward.

Great Grand Total = Grand Total (A) + Grand Total (B)

Bid Security should be submitted against Great Grand Total.

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	On Active Tax Payers List of FBR/Relevant Revenue Board			
4	Undertaking on Letter head (Blacklisting)			
5	Bid Bond/Security			
6	Bid Validity period of 150 days			
7	Original Bidding documents duly signed/stamped			
8	Documentary Evidence (as required in the Evaluation Criteria)			