



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T#02/IT&JI/F/11/2020

INVITATION TO BID

Disposal of Surplus IT Assets and Junk Items

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of miscellaneous IT and fixed as per following details:-

Sr. No	Items	Qty
1	Desktop	61
2	Notebook	41
3	Printer	16
4	Server	10
5	UPS	23
6	Other items (IT and furniture & fixture)	Misc. Items

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, **April 21, 2020** 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:

Zahid ul Hassan, Deputy Director, (Administration)
4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad
051-9207091-4, Ext# 384/302

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. "Invitation to Bids" Identification Number **T#02/IT&JI/F/11/2020**.
2. Bids are invited for "**Disposal of Surplus IT Assets and Junk Items**".
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. Withdrawing of bid after opening may not be allowed only the withdrawal of bids before opening may be allowed.
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 “disposal of surplus assets and junk items” 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 1600Hrs 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. It is package deal (IT assets and other assets); therefore, rates must be quoted strictly on lump sum basis for both categories.
15. Interested party must assume full responsibility of any taxes as maybe required by the law.
16. The bidder will quote price excluding all applicable taxes and successful bidder will pay the tax along with offer price separately.
17. 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.
18. Bid shall comprise a single package containing one envelope and submitted on prescribed format.

19. Each envelope shall bear the following identification marks in bold and legible letters:

Bid for: **“Disposal of Surplus IT Assets and Junk Items”**

Name of Interested Party : _____

20. The deadline for the submission of bids is:

Date: **April 21, 2020**

Time: **1500 Hrs.**

21. The bid opening shall take place on:

Date: **April 21, 2020**

Time: **1530 Hrs.**

22. A statement **“Do Not Open Before 1530Hrs on April 21, 2020”**, shall be clearly mentioned on the top of the sealed bid.

23. Bids received after the due date and time will not be entertained.

24. Successful bidder will have to deposit the quoted offer in shape of either pay order or demand draft, in favor of Securities and Exchange Commission of Pakistan within three working days of the date of firm written offer by the Commission; plus taxes as applicable under Section 236A of Income Tax Ordinance 2001, otherwise, Commission will have the right to declare the next highest bidder as successful bidder. (Cross cheques will not be accepted)

25. 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 from different locations, otherwise, Commission will not take any responsibility of the sold assets. Transportation charges shall be borne by the bidder.

26. The Commission reserves the right to accept or reject any or all offers without assigning any reason.

27. 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.

28. Interested parties are required to submit their proposal separately for all the assets and other office equipment/junk items as per list.

29. Disposal of Assets and Junk Items are available at various location therefore, bidders may visit following locations to view the condition physically. Contact Person details are as follows;

1. Head Office:

Mr. Zahid ul Hassan

Tel: 9207091-4 Ext 384/302

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.

5. CRO Multan:

Mr. Nasir Butt,

+92 (61) 9200920

Company Registration Office, 63-A, 2nd Floor, Nawa-i-Waqt Building, Abdali Road,

MULTAN

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

SUMMARY OF ALL ITEMS IS GIVEN BELOW AS ANNEX B

“Annexure-A”

Bid Submission form

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

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

Sr. #	Name of Assets	Offered Price (PKR)
1	IT Assets (Desktops, Notebooks, UPS, Printer, Server and other IT assets).	
	Total Offered Price:	

Bid Price w.r.t assets for which bid is submitted for Office Equipment and Wooden Items:

Sr. #	Name of Assets	Offered Price (PKR)
1	Other assets (office equipment, furniture, misc. junk items).	
	Total Offered Price:	

Total Quoted Price for IT assets and Other Assets (PKR): _____

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:

Annex B

List of old/disposable/surplus/unused assets at SECP Head Office and CROs

S#	Items Description	HEAD OFFICE	CRO FAISALABAD	CRO KARACHI	CRO MULTAN	CRO PESHAWAR	Total items
1	Air Conditioner	2	0	20	0	0	22
2	Cabinet 3 full size (6 broken pieces)			2		3	5
3	Carpets and a Rug	1		1	1		3
4	CCTV including DVR		1				1
5	Chair (including broken chairs, beyond repair, broken base + arms. Qty: 14)	44		1	4	16	65
6	Computer				2		2
7	Digital Video Recorded	1					1
8	Fan	1		1			2
9	Fax Machine	1	1				2
10	Generator	1					1
11	Gym Equipment	8					8
12	LCD Monitor				1		1
13	Photocopier	3				1	4
14	Rack			7			7
15	Sofa			1			1
16	Table (including 4 broken table/ beyond repair divided in pieces).	4		3		2	9
17	Water Dispenser	1					1
18	Vacuum Cleaner					1	1

19	Paper Shredder	1		1			2
20	Geyser	2					2
21	Printer	2					2
22	Green cloth/Iron rods of parking sheds (more than 100 pieces broken)	100					100
23	Misc. office equipment (lights, name plates, broken/torn archive boxes, white board, tea dispenser, water cooler, bracket fan qty:2, carpet pieces, water cooler qty: 01)						
24	Miscellaneous junk items (card printer qty: 1, misc. broken/beyond/obsolete IT equipment qty: biometric machine (obsolete, beyond repair qty: 01, old typewriter (obsolete, beyond repair, damaged qty: 01.						
Grand Total		172	2	37	8	23	242

List of old/disposable/surplus/unused IT assets

S#	Item names	Head Office	CRO Karachi	CRO Lahore	CRO Faisalabad	CRO Peshawar	CRO Multan	Total Items
1	Desktop	35	5	13		8		61
2	Laptop	21	7	13				41
3	Network Rack	1						1
4	ONT	1						1
5	Printer	4	1		4	2	5	16
6	Projectors	6						6
7	Router	1						1
8	Scanner	4	2		1			7
9	Server	4	2	4				10
10	Switch	1	1					2
11	UPS	1	2	2				5
12	Wireless Access Point	16	7					23
22	Junk Items/ scrap/ broken itmes (switches, ODF, Modem, cables etc)							
Grand Total		95	27	32	5	10	5	174