



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 10/20-21

Invitation to Bid

The Securities & 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

Renewal of SAP Conversational AI License Annual Subscription and Support

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 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 **November 09, 2020 by 1100Hrs** and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091-4 (Ext-302/437) during office hours (Monday to Friday excluding Public Holidays)

Zahid ul Hassan, Deputy Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 10/20-21**

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

Renewal of SAP Conversational AI License Annual Subscription and Support
through

SINGLE STAGE ONE ENVELOP METHOD.

4. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission. **Bids of all those bidders not found on ATL on the date of bid opening shall be rejected.**
5. 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
6. **SECP shall purchase/get the renewal/support subscription from bidder found in compliance of MUST requirement and lowest amongst all.**
7. 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/>
8. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
9. The bid validity period shall be 150 days.
10. The amount of the bid and bid security shall be in Pak rupees. 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 security or with less amount of bid security will not be entertained.
11. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
12. 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.
13. The language of the bid is English and alternative bids shall not be considered.

14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
15. 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 shall disqualify the original offer.
16. The rates must be quoted strictly in accordance with our documents and Annex(s).
17. 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.
18. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
19. **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.**
20. 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. 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.
21. 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.
22. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
23. Bidder must submit following undertakings (on stamp paper of Rs.100/organization's letterhead):
 - 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/ any regulatory authority/Autonomous organization
 - c. Affidavit that no legal action has been taken by law enforcement agencies i.e. NAB, FIA etc. against the bidder.
 - d. Affidavit that the bidder is not bank defaulter

Note: In case any bidder is found in the list of "Blacklisted Firms-Pakistan" or related links at <https://www.ppra.org.pk/> then its bid shall be rejected

24. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
25. 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).

26. The equipment/software/renewal supplied must be duty paid in respect of all applied duties and taxes.
27. The quantities required may increase/decrease according to SECP requirement.
28. 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.
29. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.
30. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewal. 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.
31. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will be rejected.
32. Unsealed bids will be rejected.
33. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
34. Clarification if any on the requirements may be obtained from:
 - o ubaidullah.khalid@secp.gov.pk OR zahid.hassan@secp.gov.pk
35. The bid security of successful bidder will be retained until renewal of licenses/support and returned after renewal of licenses/support. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
36. During the retention period the bid security, money can be utilized by Commission. Moreover no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid security.
37. Successful bidders shall be bound to provide the required services/renewal 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.
38. The bids received after the due date and time will not be entertained.
39. 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.
40. The place of bid destination is: **Securities and Exchange Commission of Pakistan, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
41. The envelopes shall bear the following additional identification marks:

Bid for: "Renewal of SAP Conversational AI License Annual
Subscription and Support"
Bidder Name: XYZ

Attention:

Zahid ul Hassan

Deputy Director, Admin,

4th Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

42. The deadline for the submission of bids is:

Date: November 09, 2020

Time: 1100Hrs

43. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: November 09, 2020

Time: 1130Hrs

A statement “Not to be opened before 1130Hrs on November 09, 2020” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1. Terms of Reference/Technical Specifications Evaluation criteria
2. Documentary Evidence Form

Annex “A”

Annex “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

Renewal of SAP Conversational AI License Annual Subscription and Support as under:

S. No.	Description	Quantity	Duration
1.	SAP Conversational AI for Chatbot with conversation bucket of 5 i.e. 5x1000 per month and support	1	1 Year (Details: Date from: 01-01-2021 to Date: 31-12- 2021)

TECHNICAL EVALUATION CRITERIA

S. No.	Attribute	Marks
1.	SAP Conversational AI for Chatbot License Annual Subscription and Support with conversation bucket of 5 i.e. 5x1000 per month with annual quantity of 60,000 conversations.	MUST
2.	License duration – 01-year Date from: 01-01-2021 to Date: 31-12- 2021	MUST
3.	Principal partnership certificate	MUST

Note:

Bids NOT in compliance with any MUST requirement in the evaluation criteria will NOT be evaluated and shall not be considered for financial evaluation.

Bids compliant with the MUST requirement and quoting Lowest Total Price will be selected.

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 mention the exact page number of relevant documents placed in the Bid. 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			
4	Registration / Incorporation / Business Certificate			
5	Affidavits			
6	Bid Bond/Security			
7	Bid Validity period of 150 days			
8	Original Bidding documents duly signed/ stamped			