



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 12/20-21**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from the authorized 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

### **Purchase of Heavy-Duty Multifunction Photocopier Machine**

Bidding document containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid bond/security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement is 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 December 01, 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-437/302) during office hours (Monday to Friday excluding Public Holidays)

Mr. 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 # 12/20-21

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

### **Purchase Of Heavy-Duty Multifunction Photocopier Machine**

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. After the evaluation and approval of the technical bid, financial bids 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 of technically unsuccessful bidders will be returned.
9. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan.
10. Bids not accompanied by bid bond/security or with less amount of bid bond/security will be rejected.
11. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
12. 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.**
13. 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.

14. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
15. 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/>
16. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
17. The bid validity period shall be 150 days.
18. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.
19. The language of the bid is English and alternative bids shall not be considered.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
21. 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.
22. The rates must be quoted strictly in accordance with our documents and Annex(s).
23. 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.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
25. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
26. **Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated/most advantageous bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.**
27. 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 lowest evaluated/most advantageous bidder.
28. Selected service provider/supplier will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder. In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
29. 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.

30. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
31. Bidder must submit following undertaking (on stamp paper of Rs.100/letter head), failing which the bid shall be rejected.
  - 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 National/International organizations.

***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***

32. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
33. 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).
34. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
35. The quantities required may increase/decrease according to SECP requirement.
36. 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.
37. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
38. Payment shall be made after delivery, installation and commissioning of complete equipment/licenses/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.
39. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
40. Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.
41. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
42. Clarification if any on the requirements may be obtained from:
  - o [zahid.hassan@secp.gov.pk](mailto:zahid.hassan@secp.gov.pk)
43. The bid bond/security of successful bidder will be retained and returned after delivery, installation and commissioning of complete equipment/licenses/services/renewals of ordered items. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
44. During the retention period the bid bond/ security, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/ release of bid bond/ security.

45. Successful bidders shall be bound to provide the required items 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.
46. In case 1st lowest evaluated/most advantageous bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 2nd lowest evaluated/most advantageous bidder. In case 2nd lowest evaluated/most advantageous bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 3rd lowest evaluated/most advantageous bidder.
47. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
48. The Commission reserves the right either to issue a Purchase Order or sign an agreement with the successful bidder OR PO & Agreement both will be executed.
49. The bids received after the due date and time will be rejected.
50. 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.
51. The place of bid destination is:

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

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

Bid for:	<b>Purchase of Heavy-Duty Multifunction Photocopier Machine</b>
Bidder Name:	XYZ
Attention:	Mr. Zahid ul Hassan Additional Director (Admin), 4 <sup>th</sup> Floor, NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

53. The deadline for the submission of bids is:

**Date: December 01, 2020  
Time: 1100Hrs**

54. The bid opening shall take place at

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

**Date: December 01, 2020  
Time: 1130Hrs**

**A statement “Not to be opened before 1130Hrs on December 01, 2020” shall be clearly mentioned on the top of the sealed bid.**

**Note: Attachment Details are as under:**

- 1. Terms of Reference/Technical Specifications      Annex “A”**

- |                                     |                  |
|-------------------------------------|------------------|
| <b>2. Evaluation Criteria</b>       | <b>Annex “B”</b> |
| <b>3. Format for Financial Bid</b>  | <b>Annex “C”</b> |
| <b>4. Documentary Evidence Form</b> | <b>Annex “D”</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**

REQUIREMENT	QUANTITY
Heavy-Duty Multifunction Photocopier Machine	01

**DELIVERY INFORMATION**

Heavy-Duty Multifunction Photocopier Machine must be e delivered and installed at Head Office Islamabad.

**TECHNICAL SPECIFICATIONS**

S	ATTRIBUTE	SPECIFICATION
1.	PRINT	
2.	Print Technology	Laser Mono
3.	Print speed (Mono)	A3: Up to 25 pages per minute (ppm); or higher
4.		A4: Up to 50 pages per minute (ppm) or higher
5.	First page out (Ready Interface)	8 second or less
6.	Duplex Printing	Automatic Standard
7.	Print Resolution	1200 X 1200
8.	SCAN	
9.	Scan speeds	Up to 80 ppm/160 ipm, (b&w), Up to 80 ppm/160 ipm (color) or higher
10.	Digital Sending Features	Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Blank Page Removal; Edge Erase; PDF
11.	Scan size	Supported up to A3 page format
12.	COPY	
13.	Copy speed	Up to 50 cpm; (A4), Up to 25 cpm; (A3)
14.	First copy out (Ready Interface)	8 second or less
15.	Copier resize	25 to 400%
16.	Copier settings	Two-sided copying; scalability; image adjustments (darkness, contrast, sharpness)
17.	Internal Specification	
18.	Memory	Minimum 6 GB
19.	Hard Disk	Minimum 500 GB
20.	Processor speed	1.2 GHz or above
21.	Duty cycle (monthly)	Up to 300,000 pages or above
22.	Paper Handling	Input: 100 sheets multipurpose tray, 2x 520-Sheet input tray, 100sheet ADF, Output: 500 sheets facedown output bin
23.	Connectivity	Hi Speed USB 2.0 and Gigabit network, SMB Ver: 3
24.	Third Party Hardware	Internal 1x integration pocket
25.	MPS Software Specification	

26.	Secure Solution Compatibility	Safecom G4 solution must be compatible, proximity reader (Internal)
27.	Toner	
28.	Toner Yield	65,000 (pages) or above
29.	Drum Yield	375,000 – 400,000 (pages)
30.	Principle Partnership	Authorized Gold and Service Partner, MAL provided
31.	Warranty	05 Year onsite comprehensive with parts



**TECHNICAL EVALUATION CRITERIA**

SR	ATTRIBUTE	REQUIREMENT	WEIGHTAGE
1.	Principal Partnership	Authorized Gold Partner and authorize service partner (Valid certificates must be provided) plus MAL from principal	<b>MUST</b>
2.	Machine Speed	<b>Printing:</b> A3: Up to 25 pages per minute (ppm); or higher, A4: Up to 50 pages per minute (ppm) or higher <b>Scan:</b> Up to 80 ppm/160 ipm, (b&w), Up to 80 ppm/160 ipm (color) or higher <b>Copy:</b> A4: Up to 50 cpm; A3: Up to 25 cpm	<b>MUST</b>
3.	First page out (Printing/Copy, Ready Interface)	8 seconds or less (A4, Normal)	<b>MUST</b>
4.	Memory	Minimum 6 GB	<b>MUST</b>
5.	Hard Disk	Minimum 500 GB	<b>MUST</b>
6.	Processor speed	1.2 GHz or above	<b>MUST</b>
7.	Duty cycle (monthly)	Up to 300,000 pages or above	<b>MUST</b>
8.	Duplex Printing/Scanning	Automatic Document Feeder and Auto Duplexer (Standard)	<b>MUST</b>
9.	Scan size	Supported up to A3 page format	<b>MUST</b>
10.	Connectivity	Hi Speed USB 2.0 and Gigabit network, SMB Ver: 3	<b>MUST</b>
11.	Secure Solution Compatibility	Safecom G4 solution must be compatible, proximity reader (Internal)	<b>MUST</b>
12.	Configuration and deployment	Installation, Configuration and Deployment in all aspects	<b>MUST</b>
13.	Paper Handling	Input: 100 sheets multipurpose tray, 2x 500-Sheet input tray, 100sheet ADF, Output: 500 sheets facedown output bin	<b>MUST</b>
14.	Toner Yield	65,000 (pages) or above	<b>MUST</b>
15.	Drum Yield	375,000 – 400,000 (pages)	<b>MUST</b>
16.	Warranty	5 Year onsite comprehensive with non consumable parts, (Warranty proof from principal.)	<b>MUST</b>

**NOTE:**

1. The bidders **MUST** submit a compliance sheet against all requirements mentioned in the technical evaluation criteria.
2. Bids NOT in compliance with any MUST items in the evaluation criteria will NOT be evaluated.

**FORMAT FOR TECHNICAL COMPLIANCE SHEET**

Sr	Attribute	Specification	Compliance (Yes/No/ Partial)	Compliance proof (page number in bid)

**FORMAT FOR FINANCIAL BID ONLY**

S#	Quoted Item (Brand, Model etc.)	Unit Price with all applicable taxes	Total Price with all applicable taxes
1.			

**NOTE:** Bid found in compliance of the mandatory requirements in technical evaluation and quoting lowest price shall 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 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.			