



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 19/20-21

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 following requirements

S. No.	Requirements	Tender Ref No.
1.	Purchase of Heavy-Duty Multifunction Printer and Secure Printing Solution Licenses	T# 19 (i)/20-21
2.	Purchase of Laser Jet Standard Duplex Printers	T# 19 (ii)/20-21
3.	Purchase of Color Scanner (Sheetfed)	T# 19 (iii)/20-21
4.	Supply of Office Chairs	T# 19 (iv)/20-21

Bidders can submit their bid against any of the above listed item. Bidding documents 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 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 February 11, 2021 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. Arshad Kamal, Additional Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 19(i)/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 PRINTER AND SECURE PRINTING SOLUTION LICENSES

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. Payment shall made be after complete delivery, installation, testing and upon confirmation of our

IT Department.

15. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
16. 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/>
17. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
18. The bid validity period shall be 150 days.
19. 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.
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 and for taxation purposes will be treated in accordance with the applicable laws.
25. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
26. 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.
27. **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.**
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 lowest evaluated/most advantageous bidder.
29. 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.
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/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

33. "Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. shall be rejected without assigning any reason".
34. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
35. 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).
36. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
37. The quantities required may increase/decrease according to SECP requirement.
38. 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.
39. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
40. 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.
41. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
42. **Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.**
43. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
44. Clarification if any on the requirements may be obtained from:
 - o ubaidullah.khalid@secp.gov.pk
45. Successful bidder shall deposit Performance Guarantee i.e. Pay order/ Demand draft, equivalent to 10% of the value of Contract/ Purchase Order (PO) at the time of issuance of PO. Bid security of successful bidder will be released after submission of Performance Guarantee i.e. Pay order/

Demand draft, equivalent to 10% of the value of Contract/ Purchase Order. The Performance Guarantee will be released after successful completion of the warranty period and verification/ confirmation by IT Dept.

46. Bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
47. During the retention period the bid bond/ security/guarantee, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/ release of bid bond/ security.
48. Successful bidders shall be bound to provide the required items within the delivery period. In case of late delivery or delayed support during warranty, 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.
49. 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.
50. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
51. 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.
52. The bids received after the due date and time will not be entertained.
53. 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.
54. The place of bid destination is:

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

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

Bid for: **Purchase of Heavy-Duty Multifunction Printer and Secure Printing Solution License**
Bidder Name: XYZ
Attention: Mr. Arshad Kamal
Additional Director (Admin), 4th Floor,
NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

56. The deadline for the submission of bids is:

Date: February 11, 2021
Time: 1100Hrs

57. The bid opening shall take place at

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

Date: February 11, 2021
Time: 1130Hrs

A statement “Not to be opened before 1130 Hrs on February 11, 2021” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1.	Terms of Reference and Scope of Work	Annex “A”
2.	Technical Evaluation Criteria	Annex “B”
3.	Format for Financial Bid	Annex “C”
4.	Documentary Evidence Form	Annex “D”

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 Printer	12
Secure Printing Solution Licence	30

DELIVERY INFORMATION

The bidder shall ensure the delivery of required multifunction printers at SECP head office Islamabad.

TECHNICAL SPECIFICATIONS

SECP is seeking to procure Multifunction Printers from qualified vendors as per below mentioned specifications and quantity.

S	ATTRIBUTE	SPECIFICATION
PRINT		
1.	Print Technology	Mono Laser
2.	Print speed	55 pages per minute (ppm) or higher
3.	First page out (Ready Interface)	6 seconds or less
4.	Duplex Printing	Automatic Standard
5.	Print Resolution	1200 X 1200
SCAN		
6.	Scan speeds	Simplex/duplex: 65 ppm/100 ipm or higher, (b&w), 65 ppm/100 ipm (color) or higher
7.	Features	Scan to E-mail; Save-to-Network Folder; Save-to-USB drive; Blank Page Removal
8.	Scan size	Supported up to Legal page format
9.	Duplex Scanning	Automatic Single pass duplexing (ADF)
COPY		
10.	Copy speed	55 cpm or higher; Duplex: 40 cpm or higher
11.	First copy out (Ready Interface)	Black (A4): Maximum 6 seconds
12.	Copier settings	Two-sided copying; scalability; image adjustments
INTERNAL SPECIFICATION		
13.	Memory	4 GB or Higher
14.	Hard Disk	Minimum 250 GB
15.	Processor speed	1.2 GHz or above
16.	Duty cycle (monthly)	Up to 300,000 pages
17.	Connectivity	Hi Speed USB 2.0 and Gigabit network
18.	SMB Support	SMB V3
19.	Paper Trays (Standard)	02
20.	Paper Handling	Input Tray 1: 100 Sheets multipurpose Input Tray 2: 550 Sheets, ADF Input Capacity: 150 sheets Out bin: 500 Sheets

Secure Printing Software Specification		
21.	Solution Compatibility	Compatible with secure pull printing with proximity RFID base readers
22.	Licensing	Modular / Perpetual
23.	Encryption	Asymmetric – RSA 512/1024/2048 bit Symmetric – AES 128/256/TwoFish 128 bits
24.	Authentication	Active Directory Authentication, Pin Code & RFID Employee Card
25.	Multiple Client Server	Client Application to be deployed at different sites for Traffic Load Balancing & Minimizing data Routing to Primary Server
26.	Policy/Rules	Rule based driven Printing (User / Device Level), Pull Printing/Follow Me Printing
27.	Tracking	Printing, Copying, Scanning
28.	Reports Type	Customized Reporting, User Printing by Org. Unit, User Statistics, Largest Print Users, Detailed User Print Summary, User Printing by Location, Top Print, Total Print Volume, Main Tracking, Job List, Application Usage, Server Statistics, Pull Statistics, Cost by Job Type, Print Tracker, Performance overview, Device Statistics, Device Usage
29.	Offline Printing	Offline Printing in case of Network or Server Outage
30.	User Quota	User Base Quota Allocation, Printing Cost
31.	Principal Partnership	Managed Print Services Partner (Gold or equivalent) plus MAL from Principal
32.	Warranty	05 Year onsite comprehensive
33.	Delivery Time	08 – 10 weeks

TECHNICAL EVALUATION CRITERIA			
GENERAL REQUIREMENT			
SR	ATTRIBUTE	REQUIREMENT	WEIGHTAGE
1.	Partnership	Authorized Partner (Gold or equivalent) and authorize service partner, MAL from Principal (All Valid certificates must be provided)	MUST
2.	Solution/Software Partnership	Authorized Partnership and MAL from Principal (All Valid letters must be provided)	MUST
3.	Geographical Location	Isb, Lhr, Khi	MUST
4.	Relevant Exp w.r.t secure/Managed print solution	Last 3 years work order of similar project attached for proposed solution	MUST
5.	Technical Team	2x Product/Software certified resources (Attach Valid Certificates)	MUST
6.	Product Status	Quoted product road map must be shared (GA Date, EOS, EOL, EOSL dates), new & warranty status should be confirmed/endorsed by principal	MUST
7.	Configuration and deployment	Installation, Configuration and Deployment in all aspects	MUST
8.	Warranty & Assurance	1) 05 Year onsite comprehensive warranty & support 2) Principle surety letter for providing continual support if partner collapse/abandon business, 3) Performance bond of 10% against total bid value will be hold during support period	MUST
HARDWARE REQUIREMENT			
9.	Print Technology	Mono Laser	MUST
10.	Speed	Printing: 55 pages per minute (ppm) or higher Scan: 65 ppm/100 ipm or higher Copy: 55 cpm or higher; Duplex: 40 cpm or higher	MUST
11.	First page out (Ready Interface)	Printing/Copy: 6 seconds or less	MUST
12.	Print Resolution	1200 x 1200	MUST
13.	Scan size	Supported up to Legal page format	MUST
14.	Memory	4 GB or Higher	MUST
15.	Hard Disk	Minimum 250 GB	MUST
16.	Processor speed	1.2 GHz or above	MUST
17.	Duty cycle (monthly)	Up to 300,000 pages or above	MUST
18.	Connectivity	Hi Speed USB 2.0 and Gigabit network	MUST
19.	SMB Support	SMB Ver 3	MUST
20.	Paper Handling	Input Tray 1: 100 Sheets multipurpose Input Tray 2: 500 Sheets, ADF Input Capacity: 150 sheets Out bin: 500 Sheets	MUST
21.	Duplexer (Printing/Scanning)	Automatic Standard Duplex Printing, Automatic Single pass duplexing (ADF)	MUST

22.	Toner Support	High Yield supported	MUST
SECURE PRINTING SOFTWARE REQUIREMENT			
23.	Compatibility	1) Compatible with existing printer pool with proximity RFID base readers and PIN Code 2) RFID readers (Internal) must be compatible for multi-function printers 3) Compatible with secure pull printing/follow me printing with proximity RFID base readers	MUST
24.	Security/Authenticat tion	Active Directory Authentication, Pin Code & RFID Employee Card	MUST
25.	Licensing	Modular / Perpetual	MUST
26.	Encryption	Asymmetric – RSA 512/1024/2048 bit Symmetric – AES 128/256/TwoFish 128 bits	MUST
27.	Multiple Client Server	Client Application to be deployed at different sites for Traffic Load Balancing & Minimizing data Routing to Primary Server	MUST
28.	Policy	Rule based driven Printing (User / Device Level), Pull Printing, FollowMe	MUST
29.	Tracking	Printing, Copying, Scanning	MUST
30.	Reports Type	Customized Reporting, User Printing by Org. Unit, User Statistics, Largest Print Users, Detailed User Print Summary, User Printing by Location, Top Print, Total Print Volume, Main Tracking, Job List, Application Usage, Server Statistics, Pull Statistics, Print Tracker, Performance overview, Device Statistics, Device Usage	MUST
31.	Scan Management	Scan to folder, Scan to email	MUST
32.	Offline Printing	Offline printing in case of Network/Server outage	MUST
33.	User Quota	User Base Quota Allocation	MUST

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 for other features

FORMAT FOR TECHNICAL COMPLIANCE SHEET

SR	ATTRIBUTE	SPECIFICATION	COMPLIANCE (YES/NO/ PARTIAL)

FORMAT FOR FINANCIAL BID ONLY

S#	Quoted Item (Brand, Model etc.)	Qty	Unit Price with all applicable taxes	Total Price with all applicable taxes
1.	Heavy-Duty Multifunction Printer	12		
2	Secure Printing Solution License	30		
Grand Total (Rs.)				

NOTE: Bid found in compliance of the mandatory/MUST requirements in technical evaluation and quoting lowest **Grand Total (Rs.)** 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	Bidding documents duly signed and stamped			
9	Authorized Contact Number and Email Address for correspondence			