



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 (iv)/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

SUPPLY OF OFFICE CHAIRS

through

SINGLE STAGE ONE ENVELOP METHOD.

4. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any).
5. 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.
6. Bids not accompanied by bid bond/security or with less amount of bid bond/security will be rejected.
7. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
8. 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.**
9. 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.
10. Payment shall made be after complete delivery, installation, testing and upon confirmation of our IT Department.
11. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
12. 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/>
13. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
14. The bid validity period shall be 150 days.
15. 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.

16. The language of the bid is English and alternative bids shall not be considered.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
18. 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.
19. The rates must be quoted strictly in accordance with our documents and Annex(s).
20. 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.
21. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
22. 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.
23. **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.**
24. 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.
25. 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.
26. 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.
27. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
28. 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

29. "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".
30. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
31. 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).
32. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
33. The quantities required may increase/decrease according to SECP requirement.
34. 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.
35. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
36. 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.
37. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
38. **Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.**
39. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
40. Clarification if any on the requirements may be obtained from:
 - ubaidullah.khalid@secp.gov.pk
41. 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.
42. Bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
43. 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.
44. 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.
45. 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.

46. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
47. 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.
48. The bids received after the due date and time will not be entertained.
49. 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.
50. The place of bid destination is:

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

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

Bid for: **Purchase of Office Chairs**
Bidder Name: XYZ
Attention: Mr. Arshad Kamal
Additional Director (Admin), 4th Floor,
NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

52. The deadline for the submission of bids is:

Date: February 11, 2021
Time: 1100Hrs

53. 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 – Supply of Furniture Items

S. No	Specifications	QTY	
1	<p>Master Genesis High Back Chair OR Equivalent</p> <p>Lockable revolving and tilting mechanism (Synchronized Knee Tilt mechanism) pivoted at front for extra stability regardless of the degree of inclination</p> <p>Extra torsion adjustment control to provide the desired tilt mechanism</p> <p>Sleek and stylish integral skin PU armrest</p> <p>Master Molty Ortho sheet for lumbar support and perfect posture</p> <p>Adjustable seat height- gas lift and swivel</p> <p>5 – prong pressure die-cast Aluminum/Nylon with reinforced fiberglass base for added seating support</p> <p>Twin wheel castors, which meet the requirement of BIFMA and DIN standards</p> <p>High frequency compression process on multi-layered veneer shell anatomically designed for posture care</p> <p>Guaranteed PU Master Molty Excel foam of highest density</p> <p>SCOTCHGUARD protected Master Fabric</p> <p>Customization of armrest, base and upholstery offered</p> <p>Twin wheel castors, which meet requirements of BIFMA and DIN</p>	40	

Bidders can quote any equivalent equipment/product of any brand in response to the above requirement. However, bidders shall provide specification details along with brochure of the quoted model/products.

Evaluation Criteria for Supply of Furniture Items

Technical Evaluation Criteria:

S. No.	Mandatory Requirement	Compliant (Yes/No)
1.	Product Specifications mentioned/Product Catalogue Provided	
2.	01 year (or more) warranty of manufacturing faults	
3.	Life Time free of cost service s at SECP	
4.	Delivery within 40 days	
5.	Delivery at SECP Head Office, Islamabad.	

Financial Evaluation Criteria

1. Bids found in compliance with the Mandatory Requirements shall only be considered for financial evaluation.
2. Bids found in compliance with the Mandatory Requirements and quoting lowest cost shall be considered as lowest evaluated bid.

Bid Submission Form

S. No	Specifications	Qty	Unit Rate Incl. of All Taxes (Rs.)	Total Incl. of All Taxes (Rs.)
1.	Master Genesis High Back Chair OR Equivalent	40		
2.	Grand Total			

Bid Security Shall be 2% of Grand Total amount, in above table

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			