



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 14/20-21

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.	Bid Submission and Opening Date
1.	Purchase of Microsoft Windows 10 Professional Licenses	T# 14 (i)/20-21	January 19, 2021
2.	Supply, installation, and configuration of a comprehensive Database Security Solution	T# 14 (ii)/ 20-21	
3.	Supply, installation, configuration of Identity and Access Management (IAM) solution	T# 14 (iii)/ 20-21	
4.	Supply of RAM for Dell Poweredge (PE) Servers	T# 14 (iv)/20-21	
5.	Supply and Installation of UPS	T# 14 (v)/20-21	

S. No.	Requirements	Tender Ref No.	Bid Submission and Opening Date
1.	Supply, installation, configuration of a central entry level storage system for SECP Karachi Office.	T# 14 (vi)/20-21	January 20, 2021
2.	Supply and Installation of Air Conditioners	T# 14 (vii)/20-21	
3.	Supply and Installation of IP Surveillance Camera solution for SECP Head Office Islamabad	T# 14(viii)/20-21	
4.	Supply and Installation Of Video Conferencing Equipment	T# 14 (ix)/ 20-21	
5.	Purchase of Quest Toad DBA Suite for IBM DB2 LUW (for Windows)	T# 14 (x)/ 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 free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions in the bidding document, must reach undersigned on or before 1100Hrs of mentioned date with respect to each requirement and will be opened on the same day/date 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 # 14(v)/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 AND INSTALLATION OF UPS

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 be made 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 bid 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. 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.

46. 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.
47. 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.
48. 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.
49. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
50. 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.
51. The bids received after the due date and time will not be entertained.
52. 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.
53. The place of bid destination is:

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

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

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

55. The deadline for the submission of bids is:

**Date: January 19, 2021
Time: 1100Hrs**

56. The bid opening shall take place at

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

**Date: January 19, 2021
Time: 1130Hrs**

A statement “Not to be opened before 1130 Hrs on January 19, 2021” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1.	Terms of Reference	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 and Installation of UPS**DELIVERY INFORMATION**

The bidder shall ensure the delivery & installation of required UPS at multiple SECP offices as per following details.

Sr.	Location	UPS Capacity	Qty
1.	Head Office / CRO - Islamabad	6KVA	03
2.	Head Office Islamabad	3KVA	04
3.	Karachi Office	6KVA	02
4.	Lahore Office	10KVA	01
5.	Sukkur Office	3KVA	01
6.	Gilgit Baltistan Office	3KVA	01
TOTAL			12

GENERAL TECHNICAL REQUIREMENTS

GENERAL TECHNICAL COMPLIANCE SHEET (To be filled and attached with quotation along with proof)				
Sr.	Requirement	Specification	Compliance (YES/NO/ Partial with explanation)	Page # in Technical Proposal
1.	Shipping Documents	Must be attached with the delivery of equipment, otherwise delivery will not be accepted.		
2.	Warranty & Support	04 years repair or replace support must be quoted for electronic parts and 03 years support for batteries provided onsite in case of any problem in the equipment hardware 24/7 x 365.		
3.	Geographical Presence	ISB, KHI, and LHR		
4.	UPS Standard Accessories	The vendor will supply all standard accessories with the quoted UPS, including power cables for all input/output connections.		
5.	Relevant Experience	Minimum 03 years (work order proofs)		
6.	Delivery Time	08 – 10 weeks		
7.	Delivery Location	Delivery in SECP Offices, Islamabad, Karachi, Lahore, Sukkur and Gilgit Baltistan will be the responsibility of the vendor.		
8.	Installation, Cabling & Commissioning	Installation, cabling & commissioning with completion report and applicable minimum accessories (like circuit breaker, I/O cabling etc.) will be the responsibility of the vendor.		

9.	Authorized Distributorship/ Partner/ reseller	The company will provide authorized Tier-1/Gold partnership certificate/letter & Manufacturing Authorization Letter (MAL) from the Principal.		
10.	Battery Modules	The UPS must have fully populated battery banks.		
11.	Smart Card/ NMC with SNMP support	The UPS must have NMC card for remote monitoring and control with SNMP support.		

TECHNICAL COMPLIANCE SHEET FOR UPS SYSTEM

Technical Compliance Sheet for 3 KVA UPS System:				
S.No	3kVA Online UPS:		Compliance Y/N	Page # in Technical Proposal
	Requirements	Specifications		
1	Approvals	CE, IEC 62040-1-1, IEC 62040-1-2		
2	Audible Alarm	Alarm when on battery : distinctive low battery alarm : overload continuous tone alarm		
3	Battery Backup	Standard		
4	Battery type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof		
5	Bypass	Internal Bypass		
6	Communication Ports	USB Port, Serial Port, Intelligent Slot		
7	Display	LCD Display		
8	ECO Mode	Yes		
9	Electrical Protection	Over Voltage Cut off Device		
10	Environment Protection	Conformal Coating		
11	Input Connections	IEC-320 C14		
12	Input frequency	40 - 70 Hz		
13	Input voltage range for main operations	110-300 at 60% load		
14	Nominal Input Voltage	230V		
15	Nominal Output Voltage	230V		
16	Operating Relative Humidity	0 - 95% non-condensing		
17	Operating Temperature	0 - 40 °C		
18	Output Connections	(6) IEC 320 C13 (Battery Backup), (1) IEC 320 C19 (Battery Backup)		

19	Output Frequency (sync to mains)	50/60Hz +/- 3 Hz		
20	Output power capacity	2.4 kWatts / 3.0 kVA		
21	Output Voltage Distortion	3%		
22	REACH	REACH: Contains No SVHCs		
23	Recharge Time	4 hours typical		
24	RoHS	Compliant		
26	Surge energy rating	600Joules		
27	Topology	Double Conversion Online		
28	Waveform type	Sine wave		

Technical Compliance Sheet for 6 KVA UPS System:

S.NO	<i>6kVA Online UPS:</i>		Compliance Y/N	Page # in Technical Proposal
	<i>Requirements</i>	<i>Specifications</i>		
1	Approvals	CE, IEC 62040-1-1, IEC 62040-1-2		
2	Audible Alarm	Alarm when on battery : distinctive low battery alarm : overload continuous tone alarm		
3	Battery Rating	12 V / 7 AH x 16		
4	Battery type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof		
5	Bypass	Internal Bypass		
6	Communication Ports	USB Port, Serial Port, Intelligent Slot		
7	Display	LCD Display		
8	ECO Mode	Yes		
9	Efficiency at rated load	94% max.		
10	Environment Protection	Conformal Coating		
11	Input Connections	Terminal Block		
12	Input frequency	40 - 70 Hz		
13	Input voltage range for main operations	110-300 at 60% load		
14	Nominal Input Voltage	230V		
15	Nominal Output Voltage	230V		
16	Operating Relative Humidity	0 - 95% non-condensing		
17	Operating Temperature	0 - 40 °C		
18	Output Connections	Terminal Blocks		

19	Output Frequency (sync to mains)	50/60Hz +/- 0.1 Hz		
20	Output power capacity	6 kW / 6 kVA		
21	Output Voltage Distortion	• 1% max. for full linear load,		
22	Output Voltage Regulation	± 1% static or better		
23	Overvoltage Protection	Required, Over Voltage Cutoff device		
24	REACH	REACH: Contains No SVHCs		
25	Recharge Time	4 hours typical		
26	RoHS	Compliant		
27	Surge energy rating	600Joules		
28	Topology	Double Conversion Online		
29	Waveform type	Sine wave		

Technical Compliance Sheet for 10 KVA UPS System:				
S.No	10kVA Online UPS:		Compliance Y/N	Page # in Technical Proposal
	Requirements	Specifications		
1	Approvals	CE, IEC 62040-1-1, IEC 62040-1-2		
2	Audible Alarm	Alarm when on battery : distinctive low battery alarm : overload continuous tone alarm		
3	Battery Backup	Standard		
4	Battery type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof		
5	Bypass	Built In Automatic & Manual Bypass		
6	Communication Ports	USB Port, Serial Port, Intelligent Slot		
7	Display	LCD Display		
8	ECO Mode	Yes		
9	Environment Protection	Conformal Coating		
10	EPO	Yes		
11	Input Connections	Terminal Block		
12	Input frequency	40 - 70 Hz		
13	Input voltage range for main operations	110 - 300VAC @ 60% load		
14	Load Crest Factor	3:1		
15	Nominal Input Voltage	230V		
16	Nominal Output Voltage	230V		
17	Operating Relative Humidity	0 - 95% non-condensing		

18	Operating Temperature	0 - 40 °C		
19	Output Connections	Terminal Block		
20	Output Frequency (sync to mains)	50/60Hz +/- 3 Hz		
21	Output power capacity	10kWatts / 10 kVA		
22	Protection	Overcurrent Protection Device		
23	REACH	REACH: Contains No SVHCs		
24	Recharge Time	4 hours typical		
25	RoHS	Compliant		
26	Surge energy rating	600 Joules		
27	Topology	Double Conversion Online		
28	Waveform type	Sine wave		

TECHNICAL EVALUATION CRITERIA FOR HIGH END UPS SYSTEM

Sr.	Requirement (To be filled and attached with bid along with proof)	Mandatory/ Marks
1.	Shipping Documents for UPS	MUST
2.	General Technical Compliance	MUST
3.	Core Technical Compliance	MUST

*** Bids not in compliance with these requirements will be rejected upfront.**

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.) including installation material	Location	Qty	Unit Price with all applicable taxes	Total Price with all applicable taxes
1.	6KVA	Head Office / CRO - Islamabad	03		
2.	3KVA	Head Office Islamabad	04		
3.	6KVA	Karachi Office	02		
4.	10KVA	Lahore Office	01		
5.	3KVA	Sukkur Office	01		
6.	3KVA	Gilgit Baltistan Office	01		
Grant Total (Rs.)					

NOTE: Bid found in compliance of the mandatory 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			