



## 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	<b>January 19, 2021</b>
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	<b>January 20, 2021</b>
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(ix)/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 VIDEO CONFERENCING EQUIPMENT**

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, installtion 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:
  - [ubaidullah.khalid@secp.gov.pk](mailto: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 Video Conferencing Equipment**

Bidder Name: XYZ

Attention: Mr. Arshad Kamal  
Additional Director (Admin), 4<sup>th</sup> Floor,  
NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

55. The deadline for the submission of bids is:

**Date: January 20, 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 20, 2021  
Time: 1130Hrs**

**A statement “Not to be opened before 1130 Hrs on January 20, 2021” shall be clearly mentioned on the top of the sealed bid.**

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

<b>1.</b>	<b>Terms of Reference</b>	<b>Annex “A”</b>
<b>2.</b>	<b>Technical Evaluation Criteria</b>	<b>Annex “B”</b>
<b>3.</b>	<b>Format for Financial Bid</b>	<b>Annex “C”</b>
<b>4.</b>	<b>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 (TOR's)

**Technical Specifications for Video Conferencing Equipment for installation at SECP Head Office  
Islamabad (Qty=01)**

The proposed system must support PAL and PTZ camera. The codec must be based on ITU standards, the VC should be codec-based hardware. No software-based solution is accepted. All components of the VC system like codec, camera and microphone should be separate units from same OEM.	
<b>Application Features</b>	Multimedia and presentation sharing
	Basic API available over IP (Telnet and Secure Shell Protocol [SSH])
	Dual-display
	High-definition content sharing up to 1080p30 resolution
<b>Performance Features</b>	Premium resolution (1080p60)
	H.323/SIP calls up to 6 Mbps
	Built-in individually transcoded multipoint conferencing facility to add three additional participants
	Easy provisioning.
	Multiway features, recording and streaming, and firewall traversal services
<b>Default components</b>	Codec, Precision HD Camera - (1080p with 12x digital zoom)
	Table Microphone, remote control, cables, and power supply
	Wall mount kit (MUST)
	One Additional microphone (MUST)
<b>Bandwidth</b>	H.323 and SIP up to 6 Mbps
<b>Minimum bandwidth for resolution/frame rate</b>	720p30 from 768 kbps
	720p60 from 1152 kbps
	1080p30 from 1472 kbps
	1080p60 from 2560 kbps
<b>Video Standards</b>	H.263, H.263+, H.264
<b>Video Features</b>	Native 16:9 widescreen
	Advanced screen layouts
	Intelligent video management
	Local auto-layout
<b>Video Inputs (Two Inputs)</b>	One HDMI and One DVI-I (Analog and Digital)
<b>Video Output</b>	Two HDMI Outputs Support
<b>Audio Standards</b>	G.711, G.722, G.722.1, 64 kbps AAC-LD
<b>Audio Features</b>	CD-quality 20 KHz mono
	Two acoustic echo cancellers
	Automatic Gain Control (AGC)
	Automatic noise reduction
	Active lip synchronization
<b>Audio Inputs</b>	Two microphones, 4-pin mini-jack
	One mini-jack for line-in (stereo)

	One audio in from camera (HDMI)
<b>Audio Outputs</b>	One mini-jack for line out (stereo)
	One HDMI, (digital main audio)
<b>Dual Stream</b>	H.239 (H.323) dual stream
	BFCP (SIP) dual stream
	Support resolutions up to 1080p (1920 x 1080)
<b>MultiPoint Support</b>	Four-way embedded SIP/H.323 MultiPoint reference Multi-site 1+3 (MUST)
	Ability to join multipoint conferences
<b>Multi-Site Features (Embedded Multipoint)</b>	Adaptive SIP/H.323 Multi-Site; resolution up to 576p30
	3-way resolution up to 720p30
	4-way resolution up to 576p30
	Full individual audio and video transcoding
	Individual layouts in multisite continuous presence
	H.323/SIP/VoIP in the same conference
	Support for Presentation (H.239/BFCP) from any participant at resolutions up to 1080p15/SXGA
	Best Impression (automatic continuous presence layouts)
	H.264, encryption and dual stream from any site
	IP Down-speeding, Dial in and dial out, Conference rates up to 6 Mbps
<b>Protocols</b>	H.323 and SIP
<b>Embedded Encryption</b>	H.323 and SIP point-to-point
	Standards-based: H.235 v3 and Advanced Encryption Standard (AES)
	Automatic key generation and exchange
	Supported in dual stream
<b>IP Network Features</b>	DNS lookup for service configuration
	IP-adaptive bandwidth management (including flow control)
	Automatic gatekeeper discovery
	Dynamic playout and lip-sync buffering
	H.245 Dual Tone Multi-frequency (DTMF) tones in H.323
	Date and time support using Network Time Protocol (NTP)
	Packet loss-based down speeding
	Uniform resource identifier (URI) dialing
	TCP/IP
	DHCP
	802.1x network authentication, 802.1Q Virtual LAN, 802.1p (QoS and class of service [QoS]) Differentiated services (quality of service [QoS])
<b>IPv6 Network Support</b>	Single call stack support for both H323 and SIP
	Dual-stack IPv4 and IPv6 for DHCP, SSH, HTTP, HTTPS, DNS, DiffServ
	Support for both Static and Automatic IP configuration (stateless address auto configuration)
<b>Security Features</b>	Management using HTTPS and SSH
	IP administration password
	Menu administration password
	Disable IP services
	Network settings protection



<b>Network Interface</b>	One LAN and Ethernet (RJ-45) 10/100/1000 Mbps
<b>System management</b>	Total management using embedded SNMP, Telnet, SSH, XML, SOAP
	Remote software upload: using web server, secure copy (SCP), HTTP, HTTPS
	Remote control and on-screen menu system
<b>Directory Services</b>	Support for local directories (My Contacts)
	Corporate directory
	Unlimited entries using server and corporate directory supporting LDAP and H.350
	Received, Placed, and Missed calls with date and time
<b>Power</b>	Auto-sensing power supply
	100 - 240 VAC, 50/60 Hz

## TECHNICAL EVALUATION CRITERIA

Sr. No.	Description	Marks	
1.	Principal/Manufacturer Support & Warranty (03 Years)	MUST	
2.	The device must be registered with Principal in SECP's name	MUST	
3.	Multisite (MCU) License (minimum 1+3)	MUST	
4.	Valid Partner/Distributor/Reseller	MUST	
5.	Live Web snapshot	MUST	
6.	Wall Mount Kit	MUST	
7.	Bidder must have history of similar projects of video conferencing solution deployments within the last 03 years (Attach atleast 03 POs as Proof)	MUST	
8.	One Additional Microphone	MUST	
9.	Protocols (H.323, SIP) Support	MUST	
10.	Video Output supported formats as per TORs or Higher	MUST	
11.	Bandwidth Support (H.323 and SIP up to 6 Mbps)	MUST	
12.	Performance Features (as per TORs or Higher)	MUST	
13.	Audio/Video Ports and Features (as per TORs or Higher)	MUST	
14.	Embedded Encryption	MUST	
15.	Presentation Sharing during the VC sessions. (One to one and one	MUST	
16.	The product end-of-support (EOS) date not announced”	MUST	
17..	Successful connectivity/compatibility testing of the quoted product in DEMO with other VC devices at various offices of SECP (as per below Note No.3).	MUST	
18	Complete installation and commissioning will be vendor responsibility	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 further.
3. Bidder(s) may be required to arrange DEMO of the quoted product for testing connectivity/compatibility with other VC devices at various offices of SECP. In case either the bidder is unable to make DEMO of the quoted product or its quoted product is unsuccessful in connectivity/compatibility testing with other VC devices at various offices of SECP, then its bid shall be considered non-compliant.

**FORMAT FOR TECHNICAL COMPLIANCE SHEET**

SR	ATTRIBUTE	SPECIFICATION	COMPLIANCE (YES/NO/ PARTIAL)

**FORMAT FOR FINANCIAL BID ONLY**

SR	REQUIREMENT	QUANTITY	Unit Price with all applicable taxes	Total Price with all applicable taxes
1	Supply and Installation of Video Conferencing Equipment	01		
Grand 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			