



**SECURITIES AND EXCHANGE COMMISSION OF  
PAKISTAN**

**T# 10/21-22**

**Invitation to Bid**

The Securities & 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 following:

**Requirements 01**

Annual Support and Subscription Renewal for IBM software

**Tender Ref No.**

T# 10 (i)/21-22

**Requirements 02**

Supply of Stationery, Toners and Miscellaneous Items

**Tender Ref No.**

T# 10 (ii)/21-22

Bidding document for above mentioned requirement(s) and conditions, method of procurement, procedure for submission of bids, bid 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 08, 2022 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. 051-9195302/051-9195437 during office hours (Monday to Friday excluding Public Holidays)

M. Ubaidullah Khalid, Add. Joint Director (Admin)  
4<sup>th</sup> Floor NICL Building, Jinnah Avenue, Blue Area Islamabad.

### **Terms and Conditions for Bids and Bidders**

1. **Tender Identification Number: TENDER # 10(ii)/21-22**
2. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah  
Avenue, Islamabad.

3. The Securities and Exchange Commission of Pakistan invites sealed bids from the suppliers and principal's authorized dealers/distributors/partners/resellers (where applicable) 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 STATIONERY, TONERS AND MISCELLANEOUS ITEMS**

**through**

### **SINGLE STAGE ONE ENVELOP METHOD**

4. 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, demand draft valid for not less than 6 months in favor of Securities and Exchange Commission of Pakistan.
5. Bids not accompanied by bid bond/security or with less amount of bid bond/security will not be entertained.
6. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
7. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
8. 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.
9. **Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission. Bids of all those suppliers not found on ATL shall be rejected.**
10. 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.
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.
23. 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.
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.
25. Selected service provider 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/provide services 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 the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
29. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).

30. All software-based items contain installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
31. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
32. **If a supplier wishes to bid for items in more than one category, then bid security as described in the bidding document must be submitted.**
33. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
34. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid, in case of any such claim.
35. Any bidder who has ever supplied substandard items to SECP shall be considered ineligible for taking part in this tender competition.
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 accepted/opened 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. 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.
41. 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.
42. 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.
43. In case 1<sup>st</sup> lowest evaluated//most advantageous bidder is unable to supply ordered items/services then the Commission reserve the right to award the contract to 2<sup>nd</sup> lowest evaluated/most advantageous bidder. In case 2<sup>nd</sup> lowest evaluated/most advantageous bidder is unable to supply ordered items/services then the Commission reserve the right to award the contract to 3<sup>rd</sup> lowest evaluated/most advantageous bidder.
44. Bid bond/security of the bidder who is unable to supply ordered items/services shall be forfeited in favor of the Commission.

45. 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.
46. The bids received after the due date and time will not be entertained.
47. 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.
48. For supply of toners following shall be taken into consideration:
- a. Interested bidder is required to provide letter of authorization stating that interested bidder is their sole /authorized partner / dealer / distributor. i.e. **Authorized Partner, Authorize service partner (ASP) and MAL from Principal, all valid certificates required, failing which the bid shall be rejected.**
  - b. Details of office(s) and contact details are required.
  - c. Brand New Toner Replacement with Faulty Toner Replacement subject to any fault covering Print Quality, leakage and performance despite a 50% Usage.
  - d. Refilled, refurbished and Counterfeit products are not acceptable.
49. Bid qualifying all requirement and quoting lowest price with respect to each item will be selected.
50. Place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad.
51. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
52. The envelopes shall bear the following additional identification marks:

<b>Bid for:</b>	<b>“SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS”</b>
<b>Bidder Name:</b>	XYZ
<b>Attention:</b>	<b>M. Ubaidullah Khalid</b> Add. Joint Director, Admin, 4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad

53. The deadline for the submission of bids is:

**Date: February 08, 2022**  
**Time: 1100 Hrs.**

54. The bid opening shall take place at:

**Securities and Exchange Commission  
of Pakistan** 4th Floor, NICL Building,  
63 Jinnah Avenue, Blue Area, Islamabad

**Date: February 08, 2022**  
**Time: 1130 Hrs**

55. A statement “**Do Not Open Before 1130Hrs on February 08, 2022**” shall be clearly mentioned on the top of the sealed bid.
56. Bids received after the due date and time will not be entertained.

57. Clarification if any on the technical requirement may be obtained from: [zahid.hassan@secp.gov.pk](mailto:zahid.hassan@secp.gov.pk)
58. Stationery, toners and miscellaneous items shall be supplied strictly in accordance with approved samples i.e. quality, brand and measurement etc.
59. Successful bidder would sign an agreement for supply of selected items initially for one year which may be extended for another two years.
60. Maximum supply time of ordered items will be five days after the receipt of purchase order, however, right to modify/extend supply period remains with the Administration Department.
61. Payments will be processed after receipt of complete supplies.
62. Rate Revision: SECP may revise rates of required items due to inflation / exchange rate fluctuation, or any legitimate reasons, keeping in view the market situation at that time. However, only the Administration Department of SECP will have the power to approve revised rate.

**Note:** Required stationery items are selected on the basis of our satisfactory experience, however, any equivalent item(s) may be quoted, provided that samples are submitted with the bid or made available for inspection when required.

If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirement

**Attachment Details are as under**

<b>A. List of Stationery Items</b>	<b>Annex "A"</b>
<b>B. List of Miscellaneous Items</b>	<b>Annex "B"</b>
<b>C. List of Toners</b>	<b>Annex "C"</b>
<b>D. Bid Declaration Form</b>	<b>Annex "D"</b>
<b>E. Format of Affidavit/Undertaking</b>	<b>Annex "E"</b>
<b>F. Documentary Evidence Form</b>	<b>Annex "F"</b>
<b>G. Sample Agreement</b>	<b>Annex "G"</b>

## LIST OF STATIONERY ITEMS

S. No.	DESCRIPTION	Unit of Measure	Unit Price (Excluding GST/applicable taxes)	Unit Price (Including GST/applicable taxes)
1.	Attendance Register No.1 Tayyaba	Each		
2.	Ball Liner Uniball eye 150 pen	Each		
3.	Ball Liner Pointer Dollar 0.3mm pen	Each		
4.	Ball Pen Dollar Clipper	Each		
5.	Uni-Ball Pen Signo 120	Each		
6.	Binder Clip 19mm Diamound – packet	Pkt		
7.	Binder Clip xl Size 51mm –Pkt 200 or more sheets	Pkt		
8.	Binder clip 32mm Diamound(Packet)	Pkt		
9.	Binder clip 25mm Horizon(Packet)	Pkt		
10.	Binding Spiral Plastic Sheet Crystal shine 18mm-Imported Packing	PKT		
11.	Binding Tape Opal 2" 10yard	Each		
12.	Box File Imported Tick	Each		
13.	Blade for Paper Cutter SDI	Each		
14.	Ball point Piano (Crystal)	Each		
15.	CDs (Re-writeable) Sony Japan	Each		
16.	Cut Box File Alflah	Each		
17.	CDs (write once) Sony Japan	Each		
18.	Calculator CASIO DJ-120 TW 100 Step China Top Quality	Each		
19.	Calculator CASIO MJ-120 TW, 100 Step China Top Quality	Each		
20.	Clip File A4 Size plastic Transparent front Bili China	Each		
21.	Clip File Legal Size plastic Transparent front Bili China	Each		
22.	500 Sheets 4 imported paper Conqueror	Each		
23.	Color Pad Pronoti 5-color (Flags)	PKT		
24.	DVD ( Re-write able) Sony Japan	Each		
25.	DVD( Write once) Sony Japan	Each		
26.	Dak Folder (superior Rexene) with golden corner as per Sample	Each		
27.	Dispatch Register No.6 Tayyaba	Each		
28.	Drafting pad large ruled 60 sheet Venus	Each		
29.	Drafting pad small ruled 60 sheet Venus	Each		
30.	Envelop White VRG A-4 Size 80gm Imported	Each		
31.	Envelop White VRG File Size 80gm Imported	Each		
32.	Envelop White VRG File Size 80gm	Each		

	Imported printed -as per sample			
33.	Envelop White VRG A-4 Size 80gm Imported printed-as per sample	Each		
34.	Envelope Khaki best quality A-4 size (80 gram)	Each		
35.	Envelope Khaki best quality File Size (80 gram)	Each		
36.	Envelope White File Size (Cloth inner)	Each		
37.	Envelope white 9 x 4 [80 gram paper VRG (imported)]	Each		
38.	Envelope white 9 x 4 [80 gram paper VRG (imported)with printing- as per sample]	Each		
39.	File Covers superior card thick with printing (as per sample)	Each		
40.	File Flapper Rexene 2" (White/Black)	Each		
41.	File Folder Alflah F-119 (Green)	Each		
42.	File Tag (Bundle)	Bundle		
43.	Fluid Pen Polo	Each		
44.	Glue Stick Dollar Medium size 20 gram	Each		
45.	Glue Stick Shark Medium size 20 gram	Each		
46.	Glue Stick (Rabbit/Aomus)medium size 21 gram	Each		
47.	Heavy Duty Stapler Sunmood 8146 H/Duty)	Each		
48.	Highlighter Dollar 90	Each		
49.	Highlighter Pelikan	Each		
50.	Imported paper 80gms (Double-A), A-4 Size 500 sheets Thailand	Ream		
51.	Imported paper 70gms (Double-A), A-4 Size 500 sheets Thailand	Ream		
52.	In/Out File Tray 2-step Exclusive	Pair		
53.	Ink dollar 60 ML	Each		
54.	Imported Paper 80gm (Lucky Boss) A-4 size 500 sheets Indonesia	Ream		
55.	Imported Paper HP 70 gm, A/4 Size,	Ream		
56.	Lead Pencil Goldfish -autocrat Hp-5000	Pkt		
57.	Marker Permanent Dollar Round Tip	Each		
58.	Marker Dollar Sketch Line Fibre Tip all colors	Each		
59.	Marker White board (Dollar-On Board) Round Tip	Each		
60.	Movement Register No.6 Tayyaba	Each		
61.	Nippon Legal Size,80g,500sheets-	Ream		
62.	Paper Copymate,70 gm, Legal size,500 Sheets	Ream		
63.	Paper Copymate,80 gm, Legal size,500 Sheets	Ream		
64.	Note sheet Pad - 80gm white paper, A/4 size (Imported)	Each		



65.	Imported 80 gm Paper One	Ream		
66.	Paper cutter Knife (ordinary)	Each		
67.	Punch Machine double hole DP-480	Each		
68.	Punch Machine Single hole Kangago	Each		
69.	Local Paper-Copymate-80gm-A4- 500 sheets	Ream		
70.	Local Paper-Copymate-70gm-A4- 500 sheets	Ream		
71.	Different Colors Paper clip 50mm -Packet	Pkt		
72.	Paper Clip differ Colour 30mm Packet	Pkt		
73.	Peon book 80 sheet hard binding Lucky/Tayyaba	Each		
74.	Petrol/Maintenance Register No.6 Tayyaba	Each		
75.	Plastic Cover L-shape A4 size Nokia 021	Each		
76.	Post-it-pad 2 x 3 ( Made in USA) 3M	Each		
77.	Post-it-pad 2 x 3 Pronoti	Each		
78.	Post-it-pad 3 x 3 ( Made in USA) 3M	Each		
79.	Post-it-pad 3 x 3 Pronoti	Each		
80.	Post-it-pad 3 x 5 ( Made in USA) 3M	Each		
81.	Post-it-pad 3 x 5 Pronoti	Each		
82.	Pronoti Colors Pad 5-Flages Colors	Pkt		
83.	Punch Single Best Quality Local 8"	Each		
84.	Punch double hole KW-Trio 912	Each		
85.	Account Register No 8 Inward & outward	Each		
86.	Ring Folder Plastic A/4 size (Meran)	Each		
87.	Ring Folder Plastic File Size (Deli)	Each		
88.	Rubber Band large fine qualities per KG	K.G		
89.	Rubber Pelikan AL 30	Each		
90.	Ruled Register Lucky with Hard Binding (No.10)	Each		
91.	Ruled Register Lucky with Hard Binding (No.16)	Each		
92.	Ruled Register Lucky with Hard Binding (No.32)	Each		
93.	Ruled Register Lucky with Hard Binding (No.20)	Each		
94.	Ruled Register Lucky with Hard Binding (No.24)	Each		
95.	Scale steel Superior Quality Hard China Original	Each		
96.	Scissors Superior Large size imported	Each		
97.	Scissors Superior medium size imported	Each		
98.	Scotch Tap Dispenser Large 1" KW 1133	Each		
99.	Scotch Tap 1 x 72 yard Phoenix Clear	Each		
100.	Section Diary Register ( per No.6 required)	Each		
101.	Separator Set Multi Holes A4 -10 Colors	Pkt		

<b>102.</b>	Sharpener Machine (KW-Trio) 310	Each		
<b>103.</b>	Simple Plastic look like steel Sharpener	Each		
<b>104.</b>	Sinar Paper A4 colour-500Sheets	Ream		
<b>105.</b>	Small Box File with Ring Binder	Each		
<b>106.</b>	Spiral Ring (Ibico) 08 mm	Each		
<b>107.</b>	Spiral Ring (Ibico) 10 mm	Each		
<b>108.</b>	Spiral Ring (Ibico) 12 mm	Each		
<b>109.</b>	Spiral Ring (Ibico) 14 mm	Each		
<b>110.</b>	Spiral Ring (Ibico) 16 mm	Each		
<b>111.</b>	Spiral Ring (Ibico) 18 mm	Each		
<b>112.</b>	Spiral Ring (Ibico) 20 mm	Each		
<b>113.</b>	Spiral Ring (Ibico) 22 mm	Each		
<b>114.</b>	Spiral Ring (Ibico) 24 mm	Each		
<b>115.</b>	Spiral Ring (Ibico) 26 mm	Each		
<b>116.</b>	Spiral Ring (Ibico) 28 mm	Each		
<b>117.</b>	Spiral Ring (Ibico) 30 mm	Each		
<b>118.</b>	Spiral pad Large A/4 size 851 Lucky	Each		
<b>119.</b>	Spiral pad Small 6X8 size 852 Lucky	Each		
<b>120.</b>	Stamp pad ink Crystal	Each		
<b>121.</b>	Stamp pad superior Lancer	Each		
<b>122.</b>	Staple Machine KW 5547	Each		
<b>123.</b>	Staple Pins (HD) 23/13 Washin	Pkt		
<b>124.</b>	Staple Pins 23/17 (Washin)	Pkt		
<b>125.</b>	Staple Pins HD 23/15 (washin) New	Pkt		
<b>126.</b>	Staple Pins HD 23/20 (Washin)	Pkt		
<b>127.</b>	Staple Pins 23/10(Washin)	Pkt		
<b>128.</b>	Staple Remover KW-508B	Each		
<b>129.</b>	Staple pins 24/6 superior quality Hard - KW-Packet	Pkt		
<b>130.</b>	Staple pins 24/6 superior quality Hard - Dollar-Packet	Pkt		
<b>131.</b>	Staple Machine TF 5547	Each		
<b>132.</b>	Stapler Machine TF-5871	Each		
<b>133.</b>	Stapler Machine KW-5871	Each		
<b>134.</b>	Telephone Index Cosmo Large PF-103 to 300 Pages	Each		
<b>135.</b>	Thumb Pins	Pkt		
<b>136.</b>	Visiting Card Holder Large Size 256 cards	Each		
<b>137.</b>	White board	Sft		
<b>138.</b>	Window Envelope white 9x4 [80 gram paper VRG (Imported)]	Each		
<b>139.</b>	USB 8 GB	Each		
<b>140.</b>	USB 16GB	Each		
<b>141.</b>	Cut Box	Each		
<b>142.</b>	Pin Box large/small	Pkt		

<b>143.</b>	Engagement Stand	Each		
<b>144.</b>	Heavy Duty punch KW-trio 09330	Each		
<b>145.</b>	Hi-TecPoint V10 Grip roller ball point	Each		
<b>146.</b>	(Nokyo A074 file white)	Each		
<b>147.</b>	Nokia Ring Folder plastic A-4 & File Size No.085	Each		
<b>148.</b>	Post -It- pad color Multi color	Each		
<b>149.</b>	Pilot Hi-Techpoint V10 Roller Ball Pen	Each		
<b>150.</b>	Stapler Max HD-50R Original	Each		
<b>151.</b>	Stapler With Pin Remover Kangro No-Ds-45NR	Each		

<b>i.</b>	<b>Total of quoted unit price (inclusive of all applicable taxes)</b>	<b>=</b>	<b>Sum of quoted prices from Item No. 1 to 151</b>
<b>ii.</b>	<b>Bid security shall be</b>	<b>=</b>	<b>2% of (i)</b>

## LIST OF MISCELLANEOUS ITEMS

S#	DESCRIPTION	Unit of Measure	Unit Price (Excluding GST/applicable taxes)	Unit Price (Including GST/applicable taxes)
1.	Air Freshener Large 300ml Admire Lotion- Bottle	Bottle		
2.	Air Freshener Large 300ml Paradise- Bottle	Bottle		
3.	Extension Board of 5 sockets	Each		
4.	Dry Battery Cell AAA Imported Original Power Plus	Each		
5.	Dry Battery Cell AA Imported Original (Sony)	Each		
6.	Dust bin size 1-1/2-feet good quality plastic (Large)	Each		
7.	Duster Yellow for cars Large size (Standard)	Each		
8.	Duster white thick large size 24 x 24 superior	Each		
9.	Insta 500 ml	Bottle		
10.	Tissue Dispenser (Tap Dispenser National)	Each		
11.	Hi jeen paper Towel rose petal (Brown)	Each		
12.	Hi jeen paper Towel rose petal (White)	Each		
13.	Insect Killer 300ml BAYGON- Bottle	Bottle		
14.	Insect Killer 300ml Mortein- Bottle	Bottle		
15.	Johnson Baby	Each		
16.	Lemon Max Liquid-500ml	Bottle		
17.	Packing Tape 2 (length 50 yards)Abro	Each		
18.	Packing Tape 3 (length 50 yards) Abro	Each		
19.	Double sided Tap	Each		
20.	Tissue Paper Box Rose Petal-Car Pack 50 tissues	Each		
21.	Tissue Paper Box Rose Petal-Smart Pop up 80 tissues	Each		
22.	Tissue Paper Box Rose Petal-Supreme 100 tissues	Each		
23.	Tissue Paper Box Rose Petal-Luxury 100 tissues	Each		
24.	Tissue Paper Box Rose Petal-Perfumed 100 tissues	Each		
25.	Tissue Paper Box Rose Petal-Pop up 150 tissues	Each		
26.	Tissue Paper Box Rose Petal-Multicolor 150 tissues	Each		
27.	Tissue Paper Box Rose Petal-Delux 200 tissues	Each		
28.	Toilet Tissue Holder	Each		
29.	Toilet Tissue Roll Rose Petal Single Packing	Roll		
30.	Chart paper	Each		
31.	Vim 400/ 450gram-	Pkt		

<b>32.</b>	Max 400/450gm	Pkt		
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<b>i.</b>	<b>Total of quoted unit price (inclusive of all applicable taxes)</b>	<b>=</b>	<b>Sum of quoted prices from Item No. 1 to 32</b>
<b>ii.</b>	<b>Bid security shall be</b>	<b>=</b>	<b>2% of (i)</b>

## LIST OF TONERS

Sr No.	ITEMS	Description	Unit of Measure	Unit Price (Excluding GST/applicable taxes)	Unit Price (Including GST/applicable taxes)
1.	Photocopier Nashuatec Toner MP 3053	-	Each		
2.	Photocopier Nashuatec MP 3035	-	Each		
3.	Photocopier Nashuatec MP 3050/3353	-	Each		
4.	Photocopier Nashuatec MP 3054	-	Each		
5.	Photocopier Nashuatec MP 3555	-	Each		
6.	Photocopier Nashuatec MP 6001 DT 50Blk	-	Each		
7.	Photocopier Nashuatec 1805	-	Each		
8.	Photocopier Nashuatec MP 4500	-	Each		
9.	Photocopier Nashuatec MP 4002	-	Each		
10.	RICOH P801	-	Each		
11.	Cannon-C1028	-	Each		
12.	Canon-2525	-	Each		
13.	Canon-2545	-	Each		
14.	Canon-328	-	Each		
15.	Konica Minolta-Bizhub 458-New	-	Each		
16.	Konica Minolta-Bizhub -250	-	Each		
17.	Konica Minolta-Bizhub-423	-	Each		
18.	Konica Minolta 658a Seri: PSL New	-	Each		
19.	HP Toner for printer 2025 CC530A	Black	Each		
20.	HP Toner for printer 2025 CC531A	Cyan	Each		
21.	HP Toner for printer 2025 CC532A	Yellow	Each		
22.	HP Toner for printer 2025 CC533A	Magenta	Each		
23.	HP Toner for printer 2600 Q6000A	Black	Each		
24.	HP Toner for printer 2600 Q6001A	Cyan	Each		
25.	HP Toner for printer 2600 Q6002A	Yellow	Each		
26.	HP Toner for printer 2600 Q6003A	Magenta	Each		
27.	HP Toner for printer 1600 Q6000A	Black	Each		
28.	HP Toner for printer 1600 Q6001A	Cyan	Each		
29.	HP Toner for printer 1600 Q6002A	Yellow	Each		
30.	HP Toner for printer 1600	Magenta	Each		

	Q6003A				
31.	HP Toner for printer 1515 CB 540A	Black	Each		
32.	HP Toner for printer 1515 CB 541A	Cyan	Each		
33.	HP Toner for printer 1515 CB 542A	Yellow	Each		
34.	HP Toner for printer 1515 CB 543A	Magenta	Each		
35.	HP Ink Cartridge for Plotter 500 C4844A	Black Ink	Each		
36.	HP Ink Cartridge for Plotter 500 C4911A	Cyan Ink	Each		
37.	HP Ink Cartridge for Plotter 500 C4912A	Magenta Ink	Each		
38.	HP Ink Cartridge for Plotter 500 C4913A	Yellow Ink	Each		
39.	HP Ink Cartridge for Plotter 500 C4810A	Black Head	Each		
40.	HP Ink Cartridge for Plotter 500 C4811A	Cyan Head	Each		
41.	HP Ink Cartridge for Plotter 500 C4812A	Magenta Head	Each		
42.	HP Ink Cartridge for Plotter 500 C4813A	Yellow Head	Each		
43.	HP Ink Cartridge for 7210 Printer C8766W	HP Ink No 95	Each		
44.	HP Ink for Printer 6500 CD971A	Black	Each		
45.	HP Ink for Printer 6500 CD972A	Cyan	Each		
46.	HP Ink for Printer 7380 C4937A	Cyan	Each		
47.	HP Ink for Printer 7380 C4938A	Magenta	Each		
48.	HP Ink for Printer 7380 C4939A	Yellow	Each		
49.	HP Toner for printer 500-M551 CE400A	Black	Each		
50.	HP Toner for printer 500-M551 CE401A	Cyan	Each		
51.	HP Toner for printer 500-M551 CE402A	Yellow	Each		
52.	HP Toner for printer 500-M551 CE403A	Magenta	Each		
53.	HP Toner for printer M553 CF360A	Black	Each		
54.	HP Toner for printer M553 CF361A	Cyan	Each		
55.	HP Toner for printer M553 CF362A	Yellow	Each		
56.	HP Toner for printer M553 CF363A	Magenta	Each		
57.	HP Toner for printer MFP M177FW CF350A	Black	Each		
58.	HP Toner for printer MFP M177FW CF351A	Cyan	Each		

59.	HP Toner for printer MFP M177FW CF352A	Yellow	Each		
60.	HP Toner for printer MFP M177FW CF353A	Magenta	Each		
61.	HP Toner for printer 1200 C7115A	HP Toner 15A	Each		
62.	HP Toner for printer 1320 Q5949A	HP Toner 49A	Each		
63.	HP Toner for printer 2015 Q7553A	HP Toner 53A	Each		
64.	HP Toner for printer 2035 CE505A	HP Toner 05A	Each		
65.	HP Toner for printer M402 CF226A	HP Toner 26A	Each		
66.	HP Ink Cartridge for printer 7210 C8767W	HP Ink No 96	Each		
67.	HP Toner for printer 4015 CC364A	HP Toner 64A	Each		
68.	HP Toner for printer 1606dn CE278A	HP Toner 78A	Each		
69.	HP Toner for printer M605 CF281A	HP Toner 81A	Each		
70.	HP LaserJet Enterprise M608dn		Each		
71.	HP Toner for printer P3015dn CE225A (55A)	HP Toner 55A	Each		
72.	HP Toner for printer M451DN	Black	Each		
73.	HP Toner for printer M451DN	Cyan	Each		
74.	HP Toner for printer M451DN	Yellow	Each		
75.	HP Toner for printer M451DN	Magenta	Each		
76.	HP LaserJet Pro M402dn		Each		
77.	HP LaserJet Pro M404dw		Each		
78.	HP LaserJet Enterprise MFP M634dn	-	Each		
79.	Printer Cartridge Black Toner IM 600 (418478) (Lowyield)	Black	Each		
80.	Printer Cartridge Black Toner IM 600 (418478) (Highyield)	Black	Each		
81.	HP Laser Jet MFP-E82550dn		Each		
82.	HP 37A (CF237A)	-	Each		
83.	Heavy Duty Canon Plain paper lasr-l-170	-	Each		
84.	Pantum M66NW Multi-function	-	Each		
85.	Panasonic KX-FL 422	-	Each		
86.	Panasonic KX-FL 402	-	Each		
87.	Panasonic KX-MB 1520	-	Each		
88.	Panasonic KX-FP 302	-	Each		
89.	Panasonic KX-FL 612	-	Each		



<b>i.</b>	<b>Total of quoted unit price (inclusive of all applicable taxes)</b>	<b>=</b>	<b>Sum of quoted prices from Item No. 1 to 89</b>
<b>ii.</b>	<b>Bid security shall be</b>	<b>=</b>	<b>2% of (i)</b>

**Note:** For supply of toners following shall be taken into consideration:

- a. Interested bidder is required to provide letter of authorization stating that interested bidder is their sole /authorized partner / dealer / distributor. i.e. **Authorized Partner, Authorize service partner (ASP) and MAL from Principal,** all valid certificates required, failing which the bid shall be rejected.
- b. Details of office(s) and contact details are required.
- c. Brand New Toner Replacement with Faulty Toner Replacement subject to any fault covering Print Quality, leakage and performance despite a 50% Usage.
- d. Refilled, refurbished and Counterfeit products are not acceptable.

2. CNIC# : \_\_\_\_\_

(Please attach Copy of CNIC)

4. **GST#** \_\_\_\_\_

**(Please attach Copy of GST Certificate)**

6. **Value of Bid security** **Rs.** \_\_\_\_\_

**(In words)**

8. **Postal Address** :

*Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that incomplete, false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the bidding document are accepted.*

**Date** : \_\_\_\_\_

Format of Affidavit/Undertaking

**Bidder must submit following undertaking (on stamp paper of Rs.100 ), failing which the bid shall be rejected**

- a) I, Mr. .... S/o..... holding CNIC # ..... from M/s ..... Having Its business office at ....., do hereby solemnly affirm and declare as under;
- b) That M/s ..... is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

***Note: In case 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***

***Name:***

\_\_\_\_\_

***Signature***

\_\_\_\_\_

***Stamp:***

\_\_\_\_\_

**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	Affidavit(s)			
6	Bid Bond/Security (As applicable)			
7	Bid Validity period of 150 days (As applicable)			
8	*Bidding documents duly signed/stamped			
9	Authorized Contact Number and Email Address.			

*\*All terms and conditions of the bidding document are accepted by the bidder*

### Sample Agreement

This Agreement (“Agreement”) is made at Islamabad on this \_\_\_\_\_ day of \_\_\_\_\_ 20/21.

Between

The Securities and Exchange Commission of Pakistan, a statutory body established in pursuance of the Securities & Exchange Commission of Pakistan Act, 1997 having its head office at NIC Building, 63- Jinnah avenue, Islamabad (hereinafter referred to as “Commission” which expression shall, where the context so permits, include its successors in interest and permitted assigns) of the ONE PART

And

(Name of Selected Supplier), having its (Address) (hereinafter referred to as “Contractor” which expression shall, where the context so permits, include its successors in interest and permitted assigns) of the OTHER PART

Commission and Contractor shall, hereinafter individually be referred to as “Party” and collectively as “Parties”.

#### WHEREAS

- A. Commission is established for the beneficial regulation of the capital markets, superintendence and control of corporate entities and for matters connected therewith and incidental thereto
- B. Commission requires supply of Stationery, Toners and Miscellaneous Items on (**Annexure-A**), (**Annexure-B**), (**Annexure-C**) & (**Annexure-D**) at its Head Office and Company Registration Office, Islamabad.
- C. The Contractor has agreed to provide the products as required by Commission in accordance with the terms and conditions set forth in this Agreement.

#### NOW THIS AGREEMENT WITNESSES AS FOLLOWS

##### 1. Duration

This Agreement will become effective as of \_\_\_\_\_ and will remain in effect for a period of one year (the “Term”) or until terminated in accordance with Article 4 or 5. The termination of this Agreement will not;

- (a) relieve either Party from any expense, liability or obligation or any remedy therefore which has accrued or attached prior to the date of such termination, nor
- (b) cause either Party to lose, surrender or forfeit any rights or benefits which have accrued at the time of termination.

Prior to the expiration of the Term, this Agreement may be extended for a further period by mutual agreement between the Parties, provided that, the Parties must enter into a mutual written agreement to extend the Term. When used in this Agreement, the phrase “the Term” shall refer to the entire duration of the Agreement.

##### 2. Scope of Work

- i. The Contractor will arrange the supply of Stationery, Toners and Miscellaneous Items at the Head

Office and Company Registration Office, Islamabad.

- ii. Detail of Stationery, Toners and Miscellaneous Items to be supplied is given in (Annexure-A), (Annexure-B) & (Annexure-C).
- iii. The Contractor shall also fulfill all approved Stationery, Toners and Miscellaneous Items requirements as and when required by Commission.
- iv. The Contractor shall with respect to the Purchase Order, keep the response time down to minimum and shall immediately supply required Stationary, Toners and Miscellaneous Items
- v. This Agreement covers supply of Stationary, Toners and Miscellaneous Items per (Annexure-A), (Annexure-B) & (Annexure-C). Any additional item beside the Annexure may be requested by the Commission as and when required and provided by the Contractor at mutually agreed terms.

### **3. Price and Payments**

- a) In consideration of the clear, efficient and uninterrupted fulfilment of the supply of the products as per (Annexure-A), (Annexure-B) & (Annexure-C) and other obligations of the Contractor under this Agreement, the Contractor shall be paid a fixed rate as approved against each Stationary, Toners and Miscellaneous Items Toners in (Annexure-A), (Annexure-B) & (Annexure-C). However, following will be taken into consideration:
  - i. Prices will be subject to revision if they are increased at manufacturer source.
  - ii. Prices will be subject to revision if the PKR depreciates by more than 5% against the USD and if the US \$ depreciates by more than 5% against the PKR
  - iii. Prices will be revised subject to revision if they are increased due to imposing of new duties/taxes or any legitimate reasons.
  - iv. 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.
  - v. Delivery charges shall apply as per actual order for deliveries.
  - vi. Income Tax shall not be deducted if proper exemption documents are provided.
  - vii. GST shall not be withheld if proper exemption documents are provided.
  - viii. The payment for the supply of the items shall be made on the basis of Purchase Order. The Contractor shall arrange the invoice and send it to the Commission against each Purchase Order issued by the Commission
  - ix. Commission will ensure timely payments within 30 days after the receipt of invoice from the Contractor for each month.
  - x. All related Government importation charges, excise duty, income tax or any other taxes and duties presently in force are inclusive in the Agreement price and Contractor is responsible for it. Any future taxes or levies if and when enforced by the government shall be added to the existing prices and Contractor will be responsible for payment of such taxes.
  - xi. The payment to be made to the Contractor under this Agreement shall be less any withholding

charges levied by the Government from time to time which the Commission is authorized to deduct.

#### **4. Termination**

- i. Either Party may terminate this Agreement if the other Party fails to remedy a breach within thirty days of receipt of written notice to do so.
- ii. Commission may terminate this Agreement if the Contractor fails to perform the obligations under this Agreement by affording an opportunity with a written notice of fifteen days.
- iii. Contractor may terminate this Agreement if Commission fails to make payment under this Agreement within 15 days of a written notice from the Contractor to do so.
- iv. Commission reserves the right to terminate this contract upon a 1 month notice at any time during the life of the contract in which case, it will be liable to pay for supplies/services rendered only up until the time availed from the vendor/contractor.

#### **5. Force Majeure**

- i. Any failure or omission by any Party to perform any obligation under this Agreement shall not be considered or treated as a default or breach by such Party if to the extent and for as long as such failure or omission is caused by any supervening event (hereinafter referred to as "Force Majeure") beyond the reasonable control of the Party so affected (to include without limitation, acts-of- God, acts-of-state, war, riot, military action explosions, terrorism, sabotage, natural disaster, civil commotion, strikes, lockouts and labor disputes) and which by the exercise of reasonable diligence could not be prevented or provided against and the effects of which cannot be overcome by reasonable expenditure.
- ii. The Party so affected shall as soon as it becomes aware of the occurrence of Force Majeure immediately notify the other Party, and the protection of this Article shall become operative only from the time when such notice is given. Thereafter the Party so affected shall do all that is reasonably possible at its expense to remove or ameliorate the effect of such occurrence of Force Majeure. If all reasonable efforts should fail, or if Force Majeure situation persists beyond the period of 30 days, the Parties shall in good faith consult with each other and take necessary steps for resolving the issue of investment, loss of goodwill, etc.
- iii. If the effect of Force Majeure continues beyond a period of sixty (60) days then either Party may terminate this Agreement.

#### **6. Dispute Resolution/Arbitration**

- i. The Parties shall attempt to resolve any and all disputes amicably as to the interpretation of the Agreement or as to the performance of either Party hereunder.
- ii. If the Parties cannot settle any dispute or difference within fifteen (15) days after first conferring, then such dispute or difference shall be settled through arbitration. Each Party shall appoint an arbitrator and the appointed arbitrators shall commence the proceedings. In case of difference of opinion between the appointed arbitrators, the matter shall be referred to an umpire mutually appointed by the arbitrators. The award of the arbitrators shall be final and binding and in case of difference of opinion by the Umpire. Prior to initiation of arbitration proceeding, the aggrieved Party will give the other Party written notice describing the claim and amount as to which it intends to initiate action.

- iii. The place of arbitration shall be Islamabad, the arbitration shall be governed by the Arbitration Act, 1940 and the language of the arbitration shall be English.

## **7. Relationship**

The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their entire discretion.

## **8. Assignment**

Neither Party shall assign or transfer its rights, interests and benefits hereunder without the concurrence of the other party.

## **9. Penalties**

All or any defect in the supply of Stationary, Toners and Miscellaneous Items or any delay in the supply to be performed by the Contractor, if not rectified within due time, shall amount to a penalty of Rs.100per day to the account of the Contractor.

## **10. Severability**

Each of the clauses of this Agreement is severable and distinct from one another and if any one or more of the clauses of this Agreement or any part thereof is or becomes invalid, illegal or unenforceable, the validity, legality, or enforceability of the remaining clauses of this Agreement shall not thereby be affected or impaired in any way.

## **11. Confidentiality**

- i. The Contractor undertakes and shall ensure the complete confidentiality of all and any information in respect of this Agreement and the services stated herein, including without limitation the communications to and by Commission about any of its business information. Contractor shall not disclose any such information to any person or allow utilization of the same in any manner by any person.
- ii. Contractor shall keep strictly confidential any and all business and technical information that may be disclosed or confided to it by Commission or which Contractor or any of its employees may obtain directly or indirectly during the course of performance of this agreement.

## **12. Notices**

Address for Notices: For the purposes of this Section, a Party may take the address and facsimile number of other Party to be:

- (a) the address and number set out below; or
- (b) where another address of number is notified by either of the Party to other Party, the last address of number so notified to it.

### **Commission office address and designated person:**

To: Attn; \_\_\_\_\_ Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Contractor office address and designated person:**

To: Attn; \_\_\_\_\_ Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_



### 13. Entirety

This Agreement along with the Annexure-A, B & C forms the entire Agreement between the Parties and supersedes any and all previous correspondence between the Parties regarding the matter.

### 14. Governing Law & Jurisdiction

- i. This Agreement shall be governed by and construed to be in accordance with the laws of the Islamic Republic of Pakistan.
- ii. The Parties irrevocably submit to the exclusive jurisdiction of the courts of Islamabad.

### 15. Stamp Duty

This Agreement shall be stamped in accordance with law by the Contractor.

### 16. Annexure & Counterparts

- i. The Annexure to this Agreement shall form an integral part of this Agreement and shall be interpreted accordingly.
- ii. This Agreement shall be executed in two counterparts, both of which shall be deemed original.

IN WITNESS HEREOF the parties have executed this Agreement on the day and year written above.

**For and on Behalf of Commission**

**For and on Behalf of Contractor**

<b>Signature</b>	_____	<b>Signature</b>	_____
<b>Name</b>	_____	<b>Name</b>	_____
<b>Title</b>	_____	<b>Title</b>	_____

**WITNESS**

<b>Signature</b>	_____	<b>Signature</b>	_____
<b>Name</b>	_____	<b>Name</b>	_____
<b>Title</b>	_____	<b>Title</b>	_____

**Attachments of the Agreement**