



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 22/21-22

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.	Supply, installation, and configuration of Data Center Next Generation Firewall (NGFW)	T# 22 (i)/21-22	May 30, 2022
2.	Supply, installation, and configuration of Wireless Access Points (WAPS)	T# 22 (ii)/21-22	
3.	Data Centre Redesigning and Restructuring	T# 22 (iii)/21-22	
4.	Supply, installation, configuration of Tape Library	T# 22 (iv)/21-22	

S. No.	Requirements	Tender Ref No.	Bid Submission and Opening Date
5.	Supply and Installation of UPS	T# 22 (v)/21-22	May 31, 2022
6.	Purchase of Heavy-Duty Multifunction Printer with trolley	T# 22 (vi)/21-22	
7.	Purchase of Safecom G4 (Kofax) Secure Pull Printing License for multi-function printers (MFP) with internal proximity scanners	T# 22 (vii)/21-22	
8.	Purchase of Quest Toad DBA Suite for Oracle	T# 22 (viii)/21-22	

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. 051-9195477 / 051-9195437 during office hours (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 # 22(vii)/21-22

2. **The Procurement Agency is:**

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

3. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

PURCHASE OF SAFECOM G4 (KOFAX) SECURE PULL PRINTING LICENSE FOR MULTI-FUNCTION PRINTERS (MFP) WITH INTERNAL PROXIMITY SCANNERS

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 Security to be enclosed sealed and labelled as **"BID SECURITY"**, and should be with the Technical bid envelop, **failing which the bid shall be rejected.**
6. **BID Security should not be placed within the envelope of financial bid/proposal, failing which the bid shall be rejected.**
7. Initially, only the envelope marked **"TECHNICAL BID"** shall be opened publicly. The envelope marked as **"FINANCIAL BID"** and **Bid Security** 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 security shall be in Pak rupees. The bids should be accompanied by bid 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 in favor of Securities and Exchange Commission of Pakistan. **Cheque will not be acceptable.**
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/relevant board are eligible to provide services to the Commission. **Bids of all those bidders who are In-Active on ATL (Income and Sales Tax) 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/relevant board.

14. Payment shall be made after complete delivery and upon confirmation of our IT Department.
15. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
16. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
17. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
18. The bid validity period shall be 150 days.
19. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.
20. The language of the bid is English and alternative bids shall not be considered.
21. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
22. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
23. The rates must be quoted strictly in accordance with our documents and Annex(s).
24. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
25. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
26. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
27. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated/most advantageous bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.
28. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder.
29. Selected service provider/supplier will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder. In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
30. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.

31. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
32. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the 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, terror financing, 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: ayesha.saddiqua@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 : **PURCHASE OF SAFECOM G4 (KOFAX) SECURE PULL PRINTING LICENSE FOR MULTI-FUNCTION PRINTERS (MFP) WITH INTERNAL PROXIMITY SCANNERS**

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 : **May 31, 2022**
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 : **May 31, 2022**
Time : 1130hHrs

A statement “Not to be opened before 1130Hrs on May 31, 2022” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1.	Terms of Reference/Technical Specifications	Annex “A”
2.	Evaluation Criteria	Annex “B”
3.	Format for Financial Bid	Annex “C”
4.	Format for Undertaking	Annex “D”
5.	Documentary Evidence Form	Annex “E”

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

TERMS OF REFERENCE

Sr. No.	Requirements	Quantity
1.	Safecom G4 (Kofax) Secure Pull Printing License for multi-function printers (MFP) with internal proximity scanners	06

TECHNICAL SPECIFICATIONS

Sr. N o.	Attribute	Specifications
1.	Partnership Level	Valid Partnership Letter/ Certificate
2.	Authorization	Valid Manufacturer Authorization Letter (MAL)
3.	License Type	Perpetual, Safecom G4 (Kofax) License
4.	License Integration	SECP Secure Printing Integration
5.	Delivery Time	04 – 06 weeks after issuance of PO

NOTE: Bidder must qualify the MUST criteria for the evaluation. Bidder MUST compliance sheets with the bid.

TECHNICAL EVALUATION CRITERIA

Sr. No.	Attribute	Specifications	Weightage
1.	Partnership Level	Valid Partnership Letter/ Certificate from Principal attached	MUST
2.	Authorization	Valid Manufacturer Authorization Letter (MAL) from the Principal	MUST
3.	Relevant Experience	Last 03 years (attach work order proofs)	MUST
4.	License Type	Perpetual, Safecom G4 (Kofax) Pull Printing License	MUST
5.	License Integration	Complete integration with existing SECP Secure Printing Solution	MUST
6.	Delivery Time	04 - 06 weeks after issuance of PO	MUST

NOTE: Bids NOT in compliance with MUST items in the evaluation criteria will NOT be evaluated for other features.

FORMAT FOR FINANCIAL BID ONLY

S#	Quoted Item (Brand, Model etc.)	Qty	Unit Price with all applicable taxes	Total Price with all applicable taxes
1.	Safecom G4 (Kofax) Secure Pull Printing License for multi-function printers (MFP) with internal proximity scanners	06		

NOTE: Bid found in compliance of the MUST/mandatory requirements in technical evaluation and quoting lowest total price shall be selected.

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) We, hereby agree with all the requirements and terms & conditions of the bidding document and submit the bid.
- f) 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	Authorized Contact Number and Email Address.			
9	Supporting Document(s) confirming to the requirement/evaluation criteria			