



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T#01/IT&JI/D/03/2023

INVITATION TO BID **Disposal of Surplus IT Assets and Junk Items**

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of miscellaneous IT and fixed items as listed in bidding documents available on www.secp.gov.pk/procurement.

To view the assets for disposal, interested parties may visit Commission's Head office, in Islamabad and Company Registration Offices (CROs) located in other cities, during any working day from 1000Hrs to 1600Hrs. The "Invitation to bids" documents with detail terms & conditions may be obtained by visiting the SECP website: www.secp.gov.pk/procurement. The assets are offered for disposal on "AS IS WHERE IS" basis.

The sealed bids with 10% earnest money of bid-offered from the bidders in form of a pay order/bank draft in the name of SECP must reach to the concerned officer(s) either at head office in Islamabad or any regional offices of the Commission (i.e., through courier or by hand) by 1100Hrs, **March 28, 2023** and will be opened on the same day at 1130Hrs. Addresses detail of Head Office and CROs is given in tender documents. For any clarification and further details please contact the following focal person:

Joint Director, (Administration)
4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad
051-9195190 Ext# 5190

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. “Invitation to Bids” Identification Number **T#01/IT&JI/D/03/2023**
2. Bids are invited for “**Disposal of Surplus IT Assets and Junk Items**”.
3. The Asset Disposing Agency is “The Securities and Exchange Commission of Pakistan”.
4. Bid/offer should be valid for 90 days.
5. The amount of the bid and earnest money shall be in Pak Rupees.
6. Each Bid should be accompanied with earnest money (refundable) for an amount equal to 10% of the quoted price in shape of either pay order, demand draft valid for not less than 06 months in favor of **Securities and Exchange Commission of Pakistan**. Bids not accompanied by Earnest Money or with less than the prescribed amount of Earnest Money shall not be entertained. (Cross cheques are not acceptable). The bidder will quote price EXCLUDING all applicable taxes and successful bidder will pay the tax along with offer price separately.
7. Earnest Money of successful bidders will alone be retained and that of the rest will be returned.
8. If the bid(s) is withdrawn after opening and before the completion of auctioning process i.e. identification of successful bidders, then Earnest Money submitted with a such bid(s) will be forfeited in favor of the SECP, Islamabad.
9. After the opening of the bids, earnest money of offers may be returned immediately other than 1st & 2nd highest bidder.
10. The Commission does not pledge to accept the highest bid and reserves the right of disposing of full or part assets offered and bidders shall buy the same at the rates quoted by them.
11. As surplus IT assets and junk items are available at different locations therefore successful bidder will be responsible to bear, the transportation cost (If any.)
12. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Commission shall be final and binding on all matters relating to this tender.
13. Interested parties may visit to view the condition of assets for disposal at Commission’s head office and regional offices from 1000Hrs to 1600Hrs on any working day. (Monday – Friday).
14. The language of the bid shall be English or Urdu and alternative bids may not be considered.

15. Amendments or alterations/cutting etc., in the bids shall be attested in full by the person who has signed the bids.
16. The offers quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and shall disqualify the original offer.
17. It is a package deal (IT assets and other assets); therefore, rates shall be quoted strictly on a lump sum basis for both categories mentioned in Annexure A to the bid documents.
18. Interested parties shall assume full responsibility for any taxes as may be required by the law.
19. The bidder will quote a price **EXCLUDING** all applicable taxes and the successful bidder will pay the tax along with the offer price separately.
20. Bids shall not be submitted electronically. Telegraphic and conditional bids will also not be accepted. Further, unsealed bids/incomplete bids will not be entertained/received.
21. Bid shall be composed of a single envelope containing the information be on the prescribed format.

22. Envelope shall bear the following identification marks in bold and legible letters:

Bid for: **“Disposal of Surplus IT Assets and Junk Items”**

Name of Interested Party: _____

23. The due date for the submission of bids is

Date: **March 28, 2023**

Time: **1100 Hrs.**

24. The bid opening shall take place on:

Date: **March 28, 2023**

Time: **1130 Hrs.**

25. A statement **“Do Not Open Before 1130 Hrs on March 28, 2023”**, shall be clearly mentioned on the top of the sealed bid.
26. Bids received after the due date and time will not be entertained.
27. Successful bidder will have to deposit the balance of the quoted price in shape of either pay order or demand draft, in favor of Securities and Exchange Commission of Pakistan

within three working days of the date of firm written offer by the Commission; plus, taxes as applicable under Section 236A of Income Tax Ordinance 2001, otherwise, Commission will have the right to forfeit the earnest money and declare the next highest bidder as successful bidder. (Cross cheques will not be accepted)

28. On receipt of full payment from successful bidder, successful bidder will be required to transport the bought assets (on his/her own) within 07 working days from all locations mentioned, otherwise, Commission will not take any responsibility of the sold assets. Transportation charges shall be borne by the bidder.
29. The Commission reserves the right to accept or reject any or all offers without assigning any reason.
30. It is of utmost importance that bids shall be submitted very carefully and in accordance with the instructions set forth above, failing which the offer will be ignored.
31. Disposal of Assets and Junk Items are available at various locations therefore, bidders may visit following locations to view the condition physically. Contact Person details are as follows:

Head Office:

1. Sohail Anjum Assistant Director, (For IT Items)

Securities and Exchange Commission of Pakistan,
8th Floor, NIC Building, 63 Jinnah Avenue, Islamabad
051-9195251 Ext# 5251

2. Mr. Adil Hafeez (For Junk Items etc.)

Securities and Exchange Commission of Pakistan,
Archive Center, Plot number 38 street 11 sector I-9/2 near Hassan steel mill Islamabad
+92-51-8890144

3. CRO Karachi:

Mr. Sajjad Ahmed,
State Life Building-2, Company Registration Office, 4th Floor North Wing,
Wallace Road, Off: I. I. Chundrigar Road, Karachi
+ 92-21-99002056

4. CRO Lahore:

Mr. Muhammad Ali Tahir,
+92-42-9904029
Company Registration Office, Associate House, 3rd & 4th Floor, 7-Egerton Road, Lahore

5. CRO Peshawar:

Mr. Muhammad Naushad,

Company Registration Office, State Life Building, 1st Floor The Mall, Peshawar Cantt.
PESHAWAR.
+92-91-9213178, +92-91-5287309

6. CRO, Faisalabad

Mr. Ghulam Mustafa

Company Registration Office, 2nd Floor, FCCI Building, East Canal Road, Faisalabad.
+92-41-9230264

Bids shall only be submitted If all of the above requirements, Terms & Conditions are acceptable to the bidder.

SUMMARY OF ALL ITEMS IS GIVEN BELOW AS ANNEX B & C.

“Annexure-A”

Bid Submission form

1. **Bid for Asset (Ref #):** _____
2. **Name of Interested Party:** _____
3. **CNIC#** _____
4. **NTN#** _____
5. **Total Offered Price:** _____
6. **Contact Number:** _____
7. **Postal Address:** _____
8. **Email Address:** _____

Bid Price w.r.t assets for which bid is submitted for IT Items:

Sr. #	Name of Assets	Offered Price (PKR)
1	IT Assets (As mentioned in Annexure-B).	
	Total Offered Price:	

Bid Price w.r.t assets for which bid is submitted for Office Equipment and Wooden Items:

Sr. #	Name of Assets	Offered Price (PKR)
1	Other assets (As mentioned in Annexure-C).	
	Total Offered Price:	

Total Quoted Price for IT assets and Other Assets (PKR) excluding tax:

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form is true, correct, complete and made in good faith. I understand that 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 with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name: _____

Signature: _____

Date: _____

Company Seal:

	IT ITEMS DISPOSAL 2022					
S. No.	TYPE	Model	QTY	LOCATION		
				HO	KHI	LHR
1	Laptop	Dell Latitude 5491	2	1	1	
2	Laptop	HP Pro book 440 G3	1	1		
3	Laptop	HP ProBook 4440s	1		1	
4	Laptop	Dell Latitude D830	1	1		
5	Printer	HP 1320	2	2		
6	Printer	HP 2015	8	8		
7	Printer	HP P 2035	43	34	3	6
8	Printer	HP 4015 n	19	13	4	2
9	Printer Part	Duplexer tray for HP 4015	7	7		
10	Printer	Samsung ML 2010	1		1	
11	Printer	HP M605	1	1		
12	Printer	HP Color LaserJet Enterprise M553	3	3		
13	Scanner	Fujitsu fi-6140	9	2	2	5
14	Scanner	HP Scan Jet N 9120	1	1		
15	Scanner	HP Scanjet 5590 Flatbed	1	1		
16	Network Switch	Switches Cisco	4		3	1
17	UPS	UPS APC	1		1	
18	Miscellaneous	Network items Misc	5		5	
EQUIPMENT TO BE DISPOSED OFF			110	75	21	14

LIST OF DISPOSABLE ASSETS AT SECP HEAD OFFICE AND CROs

S. No.	Description	CRO, Faisalabad	CRO, Lahore	CRO, Peshawar	HO, Islamabad
1	Air Conditioner (without Indoor)				1
2	Air Conditioner (without outdoor)				2
3	Facilitation Counter		3		
4	Fire Alarm Control Panel CTEC 4 Zone Conversion with battery		1		
5	Microwave Oven		1	1	1
6	Office Chair		44		28
7	Office Table				5
8	Paper Shredder				1
9	Pedestal Fan				2
10	Refrigerator	1	1		1
11	TV Trolley				1
12	Water Cooler Dispenser				2
13	Windows Blinds		1		
	Grand Total	1	51	1	44