



**SECURITIES AND EXCHANGE
COMMISSION OF PAKISTAN**

T# 38/23-24

Invitation to Bid

The Securities & Exchange Commission of Pakistan (SECP) invites bids for the following:-

1. Hiring of Training Services for Graduate Trainee Program - T#38(i)/23-24

Executive Development Centers (EDCs) associated with public sector-chartered universities based in Islamabad, imparting education in various disciplines and recognized by HEC, are eligible to submit their bids.

2. Procurement for Subscription of Watch-Lists Screening Software - T#38(ii)/23-24

Authorized service providers/principal's authorized dealers / distributors / partners / resellers based in Pakistan having readily available watch-lists screening software that conforms to the international best practices, and which can be modified to meet the specific requirements of the SECP to screen individuals and entities, are eligible to submit their bids.

Bidding document containing detailed terms 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 requirements are available for the interested bidders from the undersigned free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/> OR <https://eprocure.gov.pk/>

Bidders must be registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and must also be on the Active Taxpayers List.

Important: The bids should only be submitted through PPRA's **e-Pak Acquisition & Disposal System (EPADS)** i.e. <https://eprocure.gov.pk/> on or before **May 09, 2024 by 1100Hrs** and will be opened on the same day at **1130Hrs**. *(for any technical difficulty in using EPADS, prospective bidders may contact PPRA at <https://www.ppra.org.pk/>)*

In case of any query, Admin Department may be contacted on Telephone Nos. 051-9195477 and 051-9195437 during office hours (Monday to Friday excluding public holidays)

Arshad Kamal, Additional Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area Islamabad

Terms and Conditions for Applicants

Tender Identification Number: T # 38(i)/23 - 24

1. **Bids are invited for “Hiring of Training Services for Graduate Trainee Program” ONLY through EPADS <https://eprocure.gov.pk>**
2. The Procurement Agency is:

Securities and Exchange Commission of Pakistan

NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

3. The Securities and Exchange Commission of Pakistan invites bids electronically and ONLY through e-Pak Acquisition & Disposal System (EPADS) from Executive Development Centre (EDC) associated with a public sector chartered university imparting education in various disciplines based in Islamabad and recognized by HEC, registered with the 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:

“Hiring of Training Services for Graduate Trainee Program”.

Through

SINGLE STAGE TWO ENVELOP METHOD

4. All bids must be submitted along with scanned Bid Security of the amount mentioned below, and in the form of Banker's Cheque i.e. Pay Order.
5. **The ORIGINAL Bid Security amounting to Rs.150,000 in favor of Securities and Exchange Commission of Pakistan must be submitted to the procuring agency any time before the closing time of bid submission failing which the bid shall be rejected. Cheque will not be acceptable.**
6. Bid of the bidder(s) who submits the original bid bond/security late i.e. after the due date and time for submission of bid, or with less amount of bid bond/security shall be rejected.
7. The amount of the bid and bid bond/security shall be in Pak rupees.
8. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
9. After the evaluation and approval of the technical bid, financial bids of the technically compliant bids only will be opened at a time, date and venue to be announced and communicated to the bidders, in advance.
10. Only registered Executive Development Centers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
11. In case Executive Development Center (if selected) is not on ATL at the time of payment then the

payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.

12. Taxes shall be deducted/withheld as per applicable sales tax and income tax law.
13. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the EPADS <https://eprocure.gov.pk/> OR SECP website: <https://www.secp.gov.pk/procurement/>
14. Clarification if any on the requirements may be obtained by emailing at bushra.kiani@secp.gov.pk
15. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
16. The bid validity period shall be 150 days.
17. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid security will be forfeited in favor of the SECP, Islamabad.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
20. 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.
21. The rates must be quoted strictly in accordance with our documents and Annex(es).
22. The strength of officers may increase/decrease according to SECP requirement. Payment shall be made as per actual charges.
23. 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.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
25. 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.
26. The Executive Development Center 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 Bidders are hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan at the time of payment 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 Bidders shall be considered for evaluation irrespective of the tax rate. The most advantageous bidder shall be responsible for the quoted tax in its bid and any demand from tax authorities shall be payable by that Bidder.
28. Selected Executive Development Center will have to provide the required services, if selected and declared as most advantageous bidder. In case selected Executive Development Center is unable to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the Commission.
29. In case 1st most advantageous Executive Development Center is unable to supply ordered items/services then the Commission reserves the right to award the contract to 2nd most advantageous Executive Development Center.
30. Bidders 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/public sector) and their contact details is required.
31. **Bidder must submit the undertaking as per format prescribed in the relevant Annexure, failing which the bid shall be rejected.**
32. 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.
33. Payment shall be made after deduction of taxes.
34. Payment shall be made through cross Cheque/online transfer in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
35. The bid security of successful Bidder will be retained and returned after completion of services. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
36. During the retention period the bid security, no interest / markup will be provided on this amount by the Commission to bidders at the time of refund/release of bid security.
37. 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 rejected.
38. The Bidders do not have the option of submitting their bids electronically except EPADS.
39. Consortium/JVs not allowed.
40. **Sealed bid security for bid by each bidder may be dropped in the tender drop box placed at Ground Floor of the NICL Building, 63 Jinnah Avenue, Islamabad.**
41. The place of bid security destination is:

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

42. The envelope of Bid security shall bear the following additional identification marks:

Bid Security for: : **Hiring of Training Services for Graduate Trainee Program**
Bidder Name: : XYZ
Attention : Arshad Kamal
Additional Director, Admin,
NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

43. The due date and time for submission of bid security & bids on EPADS is as per schedule in Invitation to Bid.

44. The bid opening(s) shall take place is as per schedule in Invitation to Bid and EPADS at

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

45. The Commission reserves the right either to issue a Purchase Order (PO) or sign an agreement with the successful Executive Development Centre OR PO & Agreement both will be executed.

Note:

- **The attachment details are as under**

- | | |
|---|-----------|
| 1. Scope of Work | Annex "A" |
| 2. Evaluation Criteria | Annex "B" |
| 3. Format for Financial Bid and Payment Terms | Annex "C" |
| 4. Format of Affidavit/Undertaking | Annex "D" |
| 5. Documentary Evidence | Annex "E" |

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

SCOPE OF WORK - Hiring of Training Services for Graduate Trainees

GRADUATE TRAINING PROGRAM

1. SECP intends to organize a four weeks training program at an external learning institute for 40 on board officers in Islamabad. The officers will be fresh graduates from universities and professional institutes across Pakistan; the purpose of this program is to bring the new comers at par with each other and to equip them with basics to kickstart their corporate career.
2. At the end of the orientation/training program, there will a written test of the trainees to gauge their quantum of learning during this program. Training facility will arrange the test and results will be shared with SECP.
3. The Executive Development Centre will be responsible for the following:
 - Designing the program and proposing contents to cover the basics as well as regulatory perspective on the subjects of finance, economics and law. The course must also have modules on IT, Corporate ethics and Communication skills, etc.
 - Hiring/engaging subject matter experts as per SECP’s requirements.
 - Remuneration, boarding & lodging (if any) of the trainers
 - Providing training facility i.e. class room, multimedia, sound system, lunch and refreshments (for trainers and trainees), etc. and teaching material i.e. handouts, presentations, etc.
 - Evaluating candidates through a written test at the end of the program and sharing results with the SECP. Engaging experts from the industry for guest lectures (if required and as may be recommended by SECP)

Evaluation Criteria

1. Qualifying criteria: Executive Development Centre (EDC) associated with a public sector chartered university imparting education in various disciplines based in Islamabad and recognized by HEC, Those who do not fulfill this criteria shall not be eligible to compete in the bidding process.

2. The EDC has been operating for the following number of years:

Sr. #	Number of years	Marks
1	10 or more years	10
2	6-9 years	5
3	3-5 years	3
4	2 or less years	0

3. Program design: Detailed contents of the course covered from a regulatory perspective. The total duration of the program is four weeks; the contents must include following weightage for each subject. 10 marks

Sr. #	Course contents	Marks	Weightage
1	Finance/Economics	3	
2	Legal	3	
3	Soft skills i.e. Communication, team building, etc.	2	
4	Corporate ethics	1	
5	IT	1	

4. Trainers profiles (five profiles-maximum): Master’s/4 years Bachelor’s degree holder is a must.

Sr. #	Number of years	Marks
1	20+ plus years of relevant industry experience	10
2	15+ years of relevant industry experience	5
3	10+ years of relevant industry experience	3
4	Less than 10	0

5. Teaching methods and materials: Extent to which teaching methods and materials were contemporary and appropriate, and included a suitable mix of academic rigor and practical relevance. 10 marks
6. Infrastructure/Facilities: Learning environment’s quality and convenience, and of supporting resources and facilities. 10 marks

Sr. #	Facilities	Marks
1	Multimedia/Sound system/VC	2
2	In-house dining facility	2
3	Conference halls/ discussion rooms	2
4	Wifi/Computer lab	2
5	Library	2

7. Similar programs run on a similar pattern over the last three years. Maximum 10 marks

Sr. #	Sector	Marks
i.	Government sector or regulatory authority of any sector (1 mark per project)	5
ii.	Private (1mark per project)	5

8. Client profiles feedback on similar programs:

Sr. #	Sector	Marks
i.	No. of feedback certificate (3 or more) from large companies and MNCs	5
ii.	No. of feedback certificate (less than 3) from large companies and MNCs	2.5

9. Associated human resource (Administrative team) exclusively of the Executive development center:

Sr. #	Human resource at EDC	Marks
i.	30 or more	10
ii.	Less than 30	5

10. Faculty: Qualification of the permanent faculty: Maximum 10 marks

Sr. #	Permanent faculty/trainers	Marks
i.	No. of foreign qualified faculty (400+)	5
ii.	No. of foreign qualified faculty (less than 400)	2.5
iii.	No. of PhDs (300 or more)	5
iv.	No. of PhDs (less than 300)	2.5

11. On campus residential facility: 5 marks

12. No. of day scholars: 5 marks

Sr. #	No. of day scholars	Marks
i.	More than 6000	5
ii.	Less than 6000	2.5

13. International ranking of business school: 5 marks

Sr. #	International ranking	Marks
i.	Top 100 in Asia	5
ii.	101-200 in Asia	2.5
iii.	More than 200	0

Note:

- Evaluation will be carried out on the basis of provided information/evidence in light of the requirements.
- The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the bidding document and its annexures.
- Failure to comply with instructions will be at the bidder's risk and may affect the evaluation of the bid/proposal.
- Proposals/bids that do not comprehensively address the scope of work/TOR and requirements may be rejected. Inability to comply with the corresponding instructions, general conditions of contract, terms and specifications may lead to rejection of proposal.
- Pictures submitted against any of the above technical criteria shall not be considered as evidence.
- Documents against each qualifying criteria have to be put together and marked with separators.
- Bids shall be evaluated as per following criteria:

- **Formula for determining the Technical Score is as under:**

$$\text{Technical Score (T)} = \text{Marks Obtained} / \text{Total Marks} \times 70$$

Those who score 70% marks in the technical bid shall only qualify for the financial bid opening.

- **Formula for determining the Financial Score is as under:**

$$\text{Financial Score (F)} = ((\text{Lowest quoted price} / \text{Firm's price under evaluation}) \times 30$$

Note: Bidder securing maximum/highest total score will be selected to provide subject services.

Format for Financial Bid and Payment Terms

The price/charges per student for 40 students may be clearly mentioned. **The price/charges per student must be inclusive of all the expenses/Taxes*.** Any visit to Corporate sector / Islamabad Stock Exchange would be the responsibility of the trainer.

FORMAT FOR FINANCIAL BID ONLY

S#	Quoted Price Per Student (Rs.) (Inclusive of all applicable taxes)	Total Price for 40 Students (Rs.) (Inclusive of all applicable taxes) *
1.		

➤ **Bid security shall be PKRs 150,000.**

Payment Terms shall be as under:

50% advance and 50% on completion of the program.

Format of Affidavit/Undertaking (DULY NOTARIZED)

Bidder must submit following undertaking (on stamp paper of Rs.100) duly notarized, 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 mention the exact page number of relevant documents placed in the Bid.** 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 Technical Bid.
1	NTN Certificate			
2	GST Certificate			
3	Registration/Incorporation/Business Certificate			
4	Affidavits/Undertakings			
5	Bid Bond/Security			
6	Bid Validity period of 150 days			

Note: Submission of bid against this invitation shall be considered acceptance of all terms and conditions