



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN
(Administration Department)
Islamabad.

Tender #31/10-11

Tender for Design & Renovation of SECP Floors

The Securities & Exchange Commission of Pakistan invites sealed tenders from well reputed and financially sound firms/companies for designing & renovation of two floors of office building measuring approximately 9000 Sqft area at its head office Islamabad. The firms/companies involved in designing & renovation works for the last five years having completed in all respect design & renovation of minimum covered area 10,000 sq.ft or above are eligible to apply for bidding. The details of specifications and terms & conditions of tender may be obtained from the undersigned personally or by visiting the website. ["www.secp.gov.pk/procurement.asp"](http://www.secp.gov.pk/procurement.asp).

The sealed bids may be dropped in the tender box placed at ground floor of NIC building or sent through courier at the address given below. The tenders have to be received by **11 a.m. on Monday, June 13th, 2011**. They will be opened the same day at 11.30 a.m. The Commission reserves the right to accept or reject any or all bids received.

Joint Director (Admin)

4th Floor, NIC Building, 63-Jinnah Avenue, Blue Area, Islamabad

Phone: 051/9207091-4 Extn. 118

Terms & Conditions for Design & Renovation of SECP Floors

SECP invites sealed bids from well reputed and financially sound firms/companies for designing, furnishing & renovation of its two floors. This would include construction of library, Gym, training room with allied facilities & offices measuring area approximately 9000 Sqft.

2. The interested bidders should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical Proposal and the other should contain the Financial Proposal. The envelopes should clearly be marked as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”**.

3. Interested firms/contractors should submit complete profile/portfolio covering the following details;

- (i) Full name with location of Head Office / Branch office of firm along with postal address, telephone, fax, e-mail, details of organizational / administrative setup and local office in Islamabad/Rawalpindi, if any;
- (ii) Firm's valid registration with Income Tax/Sales Tax Deptt. along with proof of payment of Income Tax and Sales Tax during last three financial years;
- (iii) Banker's certificate regarding financial standing.
- (iv) At the time of signing of contract with successful bidder the firm/contractor shall be required to submit bank guarantee equivalent to **10%** of bid amount issued by a scheduled bank of Pakistan in favor of SECP and valid for not less than 12 months. The same shall be released after completion of job.
- (v) An earnest money of **5%** equal to the bid amount shall be attached with bid documents in the form of Pay Order / Demand Draft issued by a Scheduled Bank of Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank of Pakistan in favor of SECP payable at Islamabad. The same shall be released after completion of job.
- (vi) The firm should have relevant experience for office renovation works **“on turnkey basis”** of at least three different projects having min. 10,000 Sqft area each. Documentary evidence including Job Completion Certificates from the respective clients should also be attached.
- (vii) Managerial and technical expertise of firm including list of technical staff (to be involved in this project) employed by the firm along with CV, CNIC, qualification, experience and designation.
- (viii) List of completed projects and **“in hand”** during the last five years worth not less than Rs. 10 Million

- (ix) In addition to the above the technical proposal should contain the following;
- (x) An affidavit that the firm has not been blacklisted by any government/autonomous agency.
- (xi) Detail of litigation and arbitration cases if any, in which the firm has been involved during any work.

The technical proposal in addition to above shall include the following;

- Approved by PEC, partnership deed, article and memorandum of association of the firm.
- Proposed design layout supported by relevant drawings.
- Detailed Bill of Quantities (BOQs).
- Sufficient no. of technical drawings, photographs, catalogues, illustrations, and such other information as is necessary to illustrate clearly the significant characteristics such as general dimensions and other relevant information about the project to be furnished.
- Complete detail of furniture as per requirements.

4. Financial proposals must include:

- Complete project cost as per BOQs along with detailed scope of work
- The rates must be quoted separately for design and renovation jobs
- Rates for renovation must be quoted on **per SFT** basis
- Rates quoted should be in PKR
- Rates quoted shall remain fixed during the whole project cycle
- Detailed cost breakup, specifications and quantity of items as per BOQ must be mentioned

5. SECP reserves the right to visit at least three projects of minimum 10,000 to 15000 sq.ft area duly completed in all respects out of the total projects completed in Pakistan mentioned by the Contractor firm in its documents. In case of failure to show the projects to the client, the firm stands disqualified for technical prequalification.

6. Sealed bids are required to be delivered to the office of the undersigned by 11:00 a.m on Monday, June 13th, 2011.

7. The award of contract shall be effective by a letter of award from the Commission however; terms of award shall include all provisions in services agreement unless expressly excluded.

8. The Technical Proposals will be opened in the first instance for evaluation on Monday, June 13th, 2011 at 11:30 a.m in the presence of the bidders or their authorized representatives, who may wish to be present. Bids which are not accompanied by the documents/information mentioned in Para 3 above, and given in the bidding documents shall be declared as Non-Responsive and their financial proposals will be returned unopened. The financial proposals of the bidders/ contractors whose technical proposals are accepted will be opened on a date and time to be communicated to them in advance in the

presence of the bidders. The Project is to be completed within 8 months after confirmed work order.

9. All offers shall remain valid for a min. period of 120 days.
10. SECP shall disqualify a firm/contractor if it finds at any time that the information submitted by the firm or contractor concerning its qualification was false and materially inaccurate.
11. SECP reserves the right in its sole discretion to accept or reject any and/or all the bids without justifying any reasons thereof before accepting any bid.
12. Site can be visited during office hours from 10 am to 5 pm Monday to Friday. A basic layout and seating plan detail is attached with this document as reference. Items may vary as per our requirements.
13. Proposals shall be reviewed for completeness and compliance with the requirements of said RFP and scored in the following attributes.

Criteria for technical & financial evaluation

S#.	Technical Attributes	Points %
1.	Relevant experience for renovation, projects completed or in hand “on turnkey basis” with min. covered area of 10,000 Sft, Financial value of the projects completed or in hand, Live Site Visits, Customer Feedback, Certificates of Appreciation/Project Completed	30
4.	Legal entity/approval of PEC	10
5.	Composition/expertise of technical team, relevant technology and machinery available for designing or renovation	10
	Total	50
	Financial	50
	G. Total	100

14. Tender documents can also be downloaded from SECP website <http://www.secp.gov.pk/procurement.asp>.

15. In case of any query please contact on the telephone number given below.

Joint Director (Admin)
4th Floor, NIC Building, 63-jinnah Avenue, Blur Area, Islamabad
Phone: 051/9207091-4 Extn. 118

Requirements 3rd Floor

1. LEGAL DEPARTMENT

Executive Director room	1
Director room	2
Hearing room	1
Cubicles	8
Work stations	8

2. INFORMATION RESOURCE CENTER

Librarian room	1
Periodical rack	1
Work stations	1
Study carrels	6
Book Shelves double sided	9
Study table (L)	1
Chairs for study table	8
Circulation desk	1

3. INTERNAL AUDIT DEPARTMENT

Director room	1
Cubicles	2
Work stations	2

4. INSURANCE DEPARTMENT

Work stations	2
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5. TRAINING ROOM

Training Table	1
Executive Chairs	50

6. REFRESHMENTROOM

Service counters	3 (subject to adjustment)
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a. PABX ROOM

Table	1
Chair	1

Requirements M Floor

a. R&I BRANCH

Cubicles	1
Work stations	4

b. CMO CLINIC

CMO room	1
Work station	1
Visitor's lounge with furniture	1

c. MISCELLANEOUS

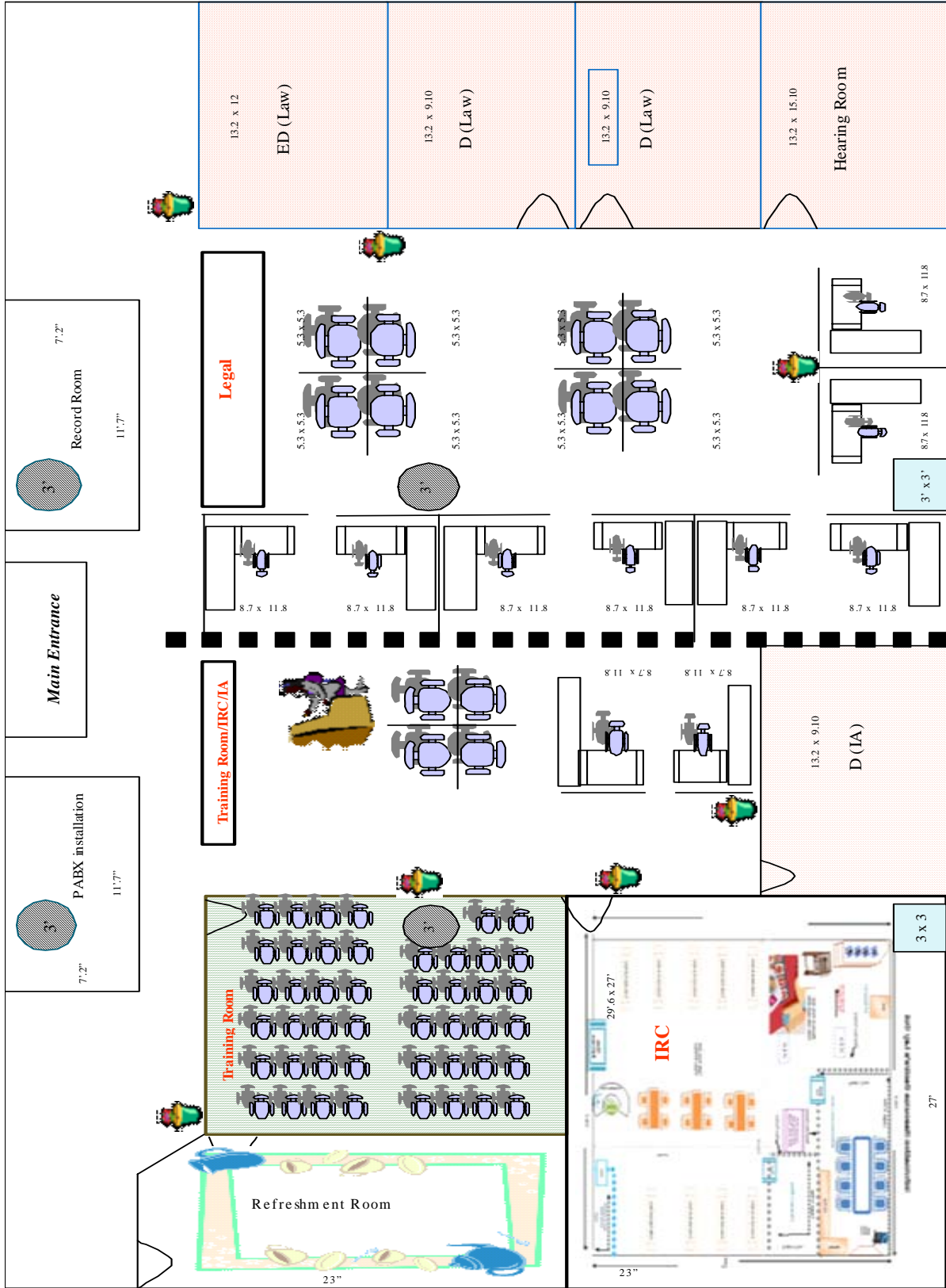
Record room	1
Admin store	1
Security cabin	1

d. MINI GYM

Gym hall	1
Changing rooms	8
Wash rooms	4
Lockers	50
Snacks counter	1
Wooden stools	6

S.#	Items/Description	3rd	Qty
1	PABX		
	Working station with side return and pedestal		1
	Executive medium back revolving chair		1
2	Executive Director Office		
	Executive Desk of size 220-cms		1
	Executive side return		1
	Executive mobile pedestal		1
	Executive High Cabinet with Door		1
	Executive high back chair SP01		1
	visitor chair		2
	Single Seated Sofa in Leather		2
	Corner Table 2' x 2'		1
3	Director Office		
	Executive Desk of size 180-cms		5
	Executive side return		5
	Executive mobile pedestal		5
	Low Cabinet with door		5
	Executive high back revolving chair		5
	Visitor chair in fabric with arms		10
4	Cubicles		
	Executive Desk of size 160-cms		11
	Executive side return		11
	Executive mobile pedestal		11
	Medium Height Cabinet with door		11
	Executive high back revolving chair		10
	Visitor chair in fabric with arms		20
5	Support Staff		
	Working station with side return and pedestal		14
	Executive medium back revolving chair		14
6	Training Room		
	Executive medium back revolving chair medium height		50
7	Refreshment Room		
	Cabinet type side stations		3
8	Hearing Room		
	Hearing Table large		1
	Executive medium back revolving chair medium height		12
9	Receipt and Issuance	M Floor	Qty
	Working station with side return and pedestal		4
	Executive medium back revolving chair		4
	Executive Desk of size 160-cms		1
	Executive side return, Mobile Pedestal		1each
10	GYM		
	Snacks Counter with stool		1+6
	Lockers		50
11	Visitor Lounge (Doctor Room)		
	Sofa Seat 2 Seater in Leatherette with center table each		2 sets
12	IRC		
	Periodical Racks		1
	Study Carrel		6
	Book Shelves (double Side)		9
	Study Table Large, Circulation Desk		1each
	Chairs for study Table		8

Note: Quantities may vary as per our requirements.



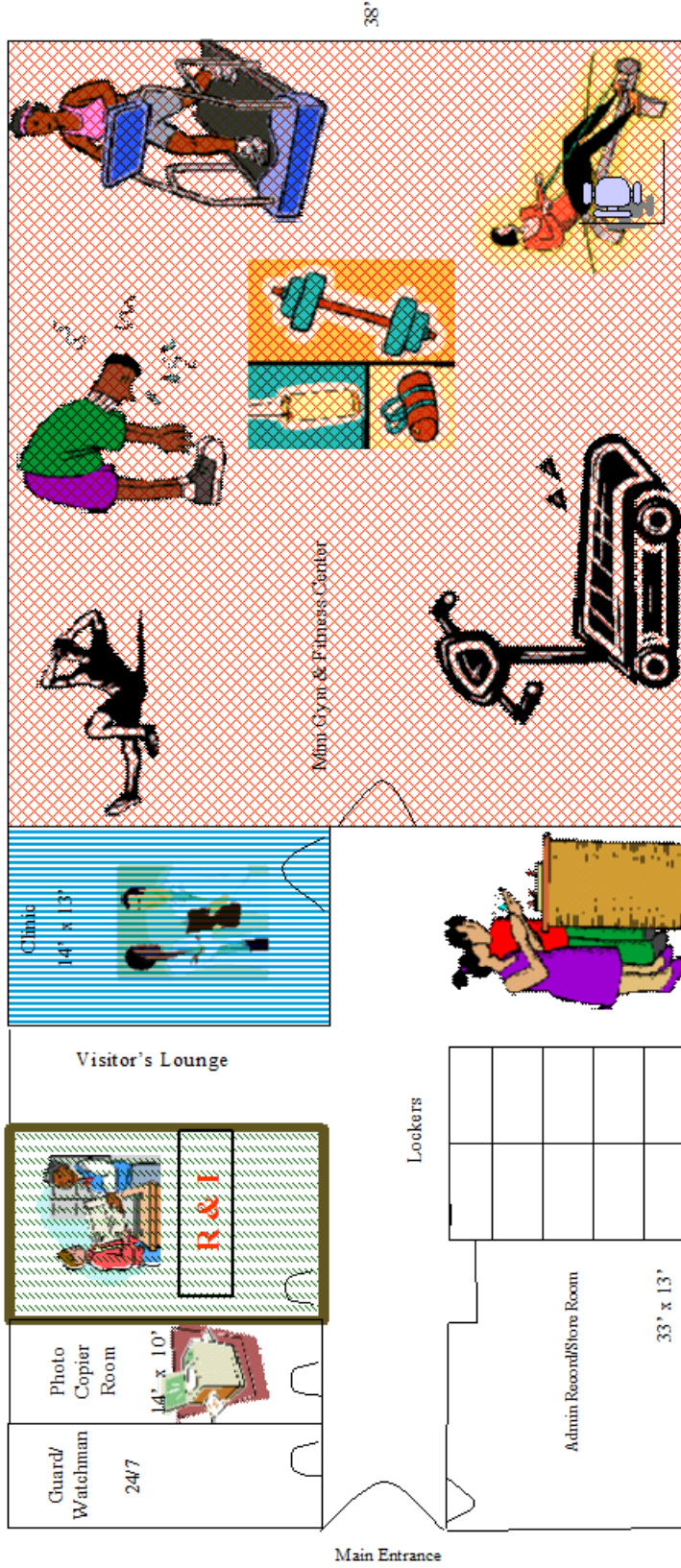
PROPOSED RENOVATION PLAN 3RD FLOOR

41'

41'

Friday, May 27, 2011

102'



38'

38' x 50'

Friday, May 27, 2011

PROPOSED RENOVATION PLAN M-FLOOR