



SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

T# 34/10-11

TENDER NOTICE

The Securities and Exchange Commission of Pakistan invites sealed tenders from financially sound firms based in Pakistan and registered with sales tax department and having National Tax Number (NTN), for the renovation of its Company Registration office (CRO) situated in Faisalabad along with provisioning of suitable office furniture.

The detail specifications, terms & conditions of the tender may be obtained personally or by visiting the SECP website <http://www.secp.gov.pk/Procurement.asp>. Sealed tenders clearly marked “**TENDER FOR CRO RENOVATION AND FURNITURE**” may be reached at the office of below mentioned till 20th June, 2011 till 11.00 a.m. and these will be opened on the same day at 11.30 am. Tenders received through any other mode/addressed to any other person will not be entertained. Commission reserves the right to accept or reject any tender.

**Joint Registrar of Companies
Company Registration Office
356-A Ikram Plaza, small D-Ground
Peoples Colony
Faisalabad
Phone: 041-9220284**

TERMS AND CONDITION

- Tender should be accompanied with earnest money (refundable) for an amount of 5% of the total quoted price (Inclusive GST if applicable) in shape of either pay order, demand draft or an unconditional guarantee from a reputable financial institution valid for not less than 06 months in favor of Securities and Exchange Commission of Pakistan.
- Tender without earnest money will not be entertained and will be rejected straightway. The equipment supplied must be duty paid in respect of all applied duties and taxes.
- All offers should be valid for 120 (one hundred and twenty) calendar days from the date of opening of tenders.
- At the top left of the envelope it should be clearly stated “**SECP TENDER FOR CRO RENOVATION AND FURNITURE**”.
- The Tender should reach by 11:00 am, 20th June, 2011 and will be opened same day at 11:30 am in the presence of authorized representatives of bidders who may wish to be present.
- The Quantities mentioned above may vary according to SECP requirement.
- Proposal received by Fax or e-mail shall not be accepted.
- Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
- The Commission reserves the right to accept or reject any or all tenders.
- All guarantee’s should be in the name of SECP
- The short listed vendor will be bound to start work within one week of receiving of Purchase Order (PO).
- Details of all products should be accompanied with the brochures and specifications mentioning make,model,country of origin(in case of an imported product) etc
- Site can be visited in weekdays Mon-Fri 9am to 5 pm by contacting the concerned officer mentioned in tender.
- Completion of project within two months of issuance of Purchase Order (PO) otherwise Commission will have right to deduct 10% of the total cost with the delay of every 15 days.
- Substandard work if any will be carried out again and Commission will deduct that cost from the earnest money already submitted.

Scope and Nature of work

- A layout plan has been attached for the reference.
- Sizes and theme mentioned should be same as per lay out.
- Further details regarding furniture may be obtained from the officer mentioned in the tender.

1	Partioning	QTY	UNIT
	<p>Laminated Partion Supply fabricate and fixed in position as per drawing use 3/4" thick laminated sheet on Partial Wood Frame and glass 8 MM use as per requirment in Partion as window fix. The partioning would be required for 1780 Sq. Ft Area that includes, facilitaiion counter/reception area, meeting room, two officers Rooms, staf area, inspection room, IT area, sitting arrangement for PA etc</p>	1800	SFT
2	GLASS WORKS / Doors		
	<p>Providing and making and fixing in position FRAMELES GLASS DOOR consisting of 4" wide bottom and top posts made of Chawla Aluminium Section, 1/2" thick Plain Glass, Imported Floor Hinges, Stain Less stell Handles, Lock, Patch Sets etc Including one hardboard/sami wooden door for record room.</p>	9	Nos.
3	NETWORKING/CABELING		
	<p>Providing networking for comupters, CCTV sytem, UPS, wiring for generator, telephone exchange etc with best available cable.</p>	1500	Cover Area Aprox SFT

4	Air Conditioning Work		
4a	Dismantling of 8 split airconditioners from present CRO premises & Instalation of same at new office premises at FCCI Building.	8	Nos.

5	Vertical Blinds		
	Providing and Fixing of Imported 5" wide Vertical Blinds color and desgine as per choice from book Including Aluminium railing for moving and machine etc Complete in all respects to be installed in officers rooms.	200	SFT
6	Glass Paper		
	Providing and fixing of Glass paper on doors desgine as per choice who make with hand etc complete work in all respects.	200	SFT
7	SMOKE DETECTION ALRAM SYSTEM	3	panels/syst ems
Total			

Item	Quantity
Facilitation Counter	1 in number
Sofa set for officers room	4 single seat
Executive Tables with side racks	2 Number
Executive Revolving chairs	3 chairs (Two for officers and one for meeting room)
Office chairs	10 Chairs (for staff)
Visitors Chairs	10 Chairs (for visotors and meeting room)
Table for meeting Room	1 table
Table for inspection room	1 table
Table for PA	1 table
Work Station	For four persons
Iron Racks for record room	5 racks

