



## SECURITIES & EXCHANGE COMMISSION OF PAKISTAN

**T# 33/10-11**

### **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 Peshawar.

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**” may be reached at the office of below mentioned till 20<sup>th</sup> 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  
1<sup>st</sup> Floor, SLIC Building  
The Mall, Peshwar Cantt  
Peshawar  
Phone: 091-9213178**

## **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**”.
- The Tender should reach by 11:00 am, 20<sup>th</sup> 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 bank guarantee 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.
- Dismantling of old partions, old glass or wooden partion, electrical boxes, switches etc.(486 sqft)
- Installation of new partition as per site and drawing(1112 sqft)
- Removal and disposal of debris and cleaning of the site.
- Lasani made Facilitation counter with 12 mm glass complete in all respect.
- Mineral Fiber Ceiling.(499 sqft)

- Networking with fix plate.(16No's)
- 3/29 Pakistan cabling with lear switch plates.(8No's)
- 7/29 Pakistan cable with lear switch plates. (16No's)
- Telephone 4 core cable with connectors.(16No's)
- Philips Ceiling units(2x2) (14No's)
- Provision and application of three coats of plastic emulsion or enamel paint using ICI/Burger paint on walls, complete in all respect.