



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 12/14-15

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound firms/contractors for:

“INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR TILES ON ONE FLOOR IN SECP HEAD OFFICE BUILDING, ISLAMABAD”

Terms and conditions with detailed Terms of Reference for each requirement, may be downloaded by visiting our website: www.secp.gov.pk/procurement.asp.

The sealed bids with 2% earnest money of the total quoted amount, must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The tenders must be received before 1500Hrs, on **February 20, 2015** and will be opened on the same day at 1530Hrs.

M. Ubaidullah Khalid – Asst. Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 107

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 12 / 14-15.

2. Bids are invited for **“INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR TILES ON ONE FLOOR IN SECP HEAD OFFICE BUILDING, ISLAMABAD”**, through **SINGLE STAGE ONE ENVELOP METHOD.**

3. Bid shall comprise a single package containing financial and the technical Bid.

4. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

5. 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 ignored.

6. Interested firms must visit site for renovation before submitting their bids for the specific area as required. The relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

7. Bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained / received.

8. The language of the bid is English and alternative bids may not be considered.

9. Bidder's valid registration with income tax/Sales tax along with copy of certificates should be provided with bid.

10. Proof of bidder as legal entity and affidavit that the bidder is not black listed by any organization must be presented with the bid.

11. Bid Validity period should be 150 days.

12. The amount of the bid and earnest money shall be in Pak Rupees.

13. Bids should be accompanied with earnest money (refundable) for an amount equal to 2% of the total quoted price (Inclusive of GST if applicable) 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 shall not be entertained.

14. Earnest Money of successful tenders will alone be retained and that of the rest will be returned.

15. If the tender is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the Earnest Money will be forfeited in favor of the SECP, Islamabad.

16. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
18. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all costs related to travelling, transportation etc.
19. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
20. Place of destination is: **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
21. The envelopes shall bear the following additional identification marks:

Bid for: **“INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR
TILES ON ONE FLOOR IN SECP HEAD OFFICE BUILDING,
ISLAMABAD”**

Firm Name: XYZ Firm

Attention: Assistant Director Admin, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

22. The deadline for the submission of bids is:
Date: February 20, 2015
Time : 1500 Hrs.

23. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: February 20, 2015
Time : 1530 Hrs

24. A statement **“Do Not Open Before 1530Hrs on February 20, 2015”** shall be clearly mentioned on the top of the sealed bid.
25. Bids received after the due date and time will not be entertained.
26. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered and bidders should supply the same at the rates quoted by them.
27. The Commission reserves the right to amend/change/revise the TORs of Tender if deemed necessary. The successful bidder shall have to provide the services accordingly.
28. The right to accept or reject any offer without assigning any reason is hereby reserved.

The decision of the Commission would be final and binding on all matters relating to this invitation.

Note:

- **Attachment Details are as under**

1. Terms of Reference	Annex "A"	
2. Evaluation Criteria	Annex "B"	
3. Sample Agreement Form	Annex "C"	(Separate Document)
- **Attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.**
- **If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.**

TERMS OF REFERENCE (TOR's)

**“INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR TILES ON ONE FLOOR IN
SECP HEAD OFFICE BUILDING, ISLAMABAD”**

- Removal of existing carpet tiles from the floor.
- Removal and reinstallation of work stations including UPS, Power, Data, and Voice points from the Partitions/work stations from the floor. Installation of tiles with proper care and connectivity as per design and route given by the client.
- Fixing of floor tiles of approved color and shade laid in 12mm thick. Base floor layer required including 6mm jointing and grouting with tile grout of matching pigment. Cleaning, curing, rubbing complete in all respect.
- Imported NIRO, RAK 1' x 2' or equivalent imported quality.
- Removal of Wooden doors, Cubical PVC/Glass partition, wooden skirting with the walls and re-fixing of the same after tiling.
- Room doors base adjustment while tile fixing (if required).
- Total sq.ft area is 5,000 (approx.). Exact measurements can be taken by visiting the site.
- Ensure all UPS, Power, Voice, Lan points are fully operational after re-installation.

Note:

- Site visit is mandatory to understand the work requirement in better way.
- Invoice will be verified and paid based on actual measurement.

Evaluation Criteria

Each bid received will be evaluated as per following criteria:

Technical Evaluation	50 Marks
Financial Evaluation	<u>50 Marks</u>
Total	100 Marks

Technical Selection Criteria: (50):

- Reputation of the firm (10)
- Experience with similar projects (area more than 5,000 sq. Feet) completed in the last three years (10)
- Technical Competence (10)
- Present workload (07)
- Present details of major projects in hand (08)
- Registration with PEC/PCATP (05)