



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 02/13-14

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed tenders from well reputed and financially sound firms/consultants for:

1. **Consultancy Services For Construction of G-8 Building:** For architectural design, Bill of Quantity (BOQ), interior Design, approvals from relevant authorities, Supervision of construction work and building plans for the construction of a six story building in G-8/1, Islamabad on a plot measuring approximately 14,000 square feet. **TENDER # 2(i) / 13-14**
2. **Consultancy Services For Renovation of Two Floors at NICL Building:** For the architectural design, Bill of Quantity (BOQ) and supervision of construction work on two floors measuring approximately 12, 500 square feet in its head office in Islamabad. Only firms with experience of renovation and refurbishments of office floors with a minimum area of 10,000 sq.ft or above are eligible to apply for bidding. **TENDER # 2(ii) / 13-14**

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

The sealed bids against each requirement 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 1100Hrs, on September 11, 2013 and will be opened on the same day at 1130Hrs.

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 # 2(ii) / 13-14.

2. Bids are invited for **“CONSULTANCY SERVICES FOR RENOVATION OF TWO FLOORS AT NICL BUILDING”** through **SINGLE STAGE TWO ENVELOP METHOD**
3. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as **“FINANCIAL BID”** and **“TECHNICAL BID”** in bold and legible letters.
4. Initially, only the envelope marked **“TECHNICAL BID”** shall be opened publically. The envelope marked as **“FINANCIAL BID”** shall be retained.
5. After the evaluation and approval of the technical Bid, financial Bids of the technically accepted Bids will be opened at a time, date and venue announced and communicated to the Bidders in advance. Financial Bids of unsuccessful bidders (technically) will be returned.

6. The Procurement Agency is:

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

7. Consulting firms must visit construction site before submitting their bids for the specific area as described on our website. 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
8. 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 tender.
9. Bid Validity period should be 150 days.
10. Successful bidder would sign a contract with the Commission.
11. The amount of the bid and earnest money shall be in Pak Rupees.
12. Earnest money should be submitted in a sealed (third) envelop. Bids should be accompanied with earnest money (refundable) for an amount equal to 2% of the total quoted price (Inclusive 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, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** Tenders not accompanied by Earnest Money or with less amount of Earnest Money will not be entertained.
13. Earnest Money of successful tenders will alone be retained and that of the rest will be returned. Earnest money of the supplier / suppliers / firms with whom contract is

concluded will be returned on submission of Performance Guarantee stipulated in the contract.

14. 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.
15. Performance Guarantee equal to 10% of contract value will be required to be submitted by the successful supplier/firm on the signing of contract for required services. Performance Guarantee will remain valid up to completion of the contract.
16. 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.
17. 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.
18. The language of the bid is English and alternative bids shall not be considered.
19. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
21. 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.
22. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
23. 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.
24. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
25. Copy of authorized agency / partnership / dealership certificate from their Principals is to be submitted with the tender. (if applicable)
26. The company must have at least 10 years' experience in interior designing for corporate offices. The firm should have relevant experience of designing and supervising office renovation works of at least three different projects measuring 10,000 Sq. ft. or greater. Documentary evidence, including Copy of PO and Job Completion Certificates from the respective clients should also be provided.

27. SECP reserves the right to visit at least three projects of minimum 10, 000 square feet or above duly designed and supervised by the firm in all respect out of the total projects completed in Pakistan mentioned by the firm in its documents. -In case of failure to show the projects to the client, the firm stands disqualified for technical prequalification.
28. Time of completion for the project design, BOQ, engineered price BOQ and tender documents will start from issuance date of work order and must be completed within one month.
29. The short listed vendor will be bound to start work within one week of work order and also provide a work schedule of start and completion dates and submission of complete drawings, layout plan and a Bill of Quantity (BOQ) for the project.
30. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner.
31. Managerial and technical expertise of firm including list of full time technical staff.
32. List of completed projects and "in hand" during the last five years'
33. Detail of litigation and arbitration cases if any, in which the firm has been involved during any work.
34. Rates quoted shall remain fixed for the whole project cycle.
35. SECP shall disqualify a firm/consultant if it finds at any time that the information submitted by the firm or consultant concerning its qualification was false and materially inaccurate.
36. In addition to the above the technical proposal should contain the following;
 - a. Sufficient no. of technical drawings, photographs, catalogues, illustrations, any other information as deemed necessary to illustrate clearly the significant characteristics such as general dimensions about the projects to be furnished. Companies having ten years of prior experience of designing high rise buildings shall bid along with list of clients with addresses, contact details of recently designed and consultancy completed with copies of purchase orders.
37. Time of completion for the project will start from the issuance date of purchase order.
38. Only shortlisted companies will submit and present their designs/drawings as per requirement.
39. 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.
40. The envelopes shall bear the following additional identification marks:

Bid for: "CONSULTANCY SERVICES FOR RENOVATION OF TWO FLOORS AT NICL BUILDING"

Firm Name: XYZ Firm

Attention: Assistant Director Admin, 4th Floor, NICL Building, 63 Jinnah

Avenue, Blue Area, Islamabad

41. The deadline for the submission of bids is:

Date: September 11, 2013

Time : 1100 Hrs.

42. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad

Date: September 11, 2013

Time : 1130 Hrs

43. A statement **“(Do Not Open Before 1130Hrs on September 11, 2013)”** shall be clearly mentioned on the top of the sealed bid.

44. Bids received after the due date and time will not be entertained.

45. 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.

Note:

- **Attachment Details are as under**

1. Terms of Reference

Annex “A”

- **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)

Design & Renovation of First & Second Floors in SECP Head Office Building, Islamabad

Pre-requisite Consultants must visit site as soon as possible to obtain an understanding of the potential for extraordinary design work and create a design that they can be proud of.

Description:

First & Second Floors of the NIC Building were previously leased by another tenant who did extensive and expensive renovation. First and Second floors are connected using a spiral staircase and sound-proofed walls and cubicles were built on each floor. Support columns have been beautifully enclosed in round encasements. Costs can and should be minimized using existing materials on these floors.

Area:

Both floors are of equal size and each floor has two sides that we will refer to as the “Margallah side” (facing Margallah Hills) and “Jinnah Avenue” (Blue area side) respectively. Total area on each floor comprises:

- Office-use area measuring approximately 5,490 square feet.
- A common open entrance area on each floor measuring approximately 450 square feet, connected by a spiral staircase.
- A washroom & Kitchen area measuring approximately 756 square feet on the Jinnah Avenue and Margallah sides respectively for a total area of approximately 1,500 square feet.

The Task/Challenge:

1. To redesign Office-use area measuring approximately 6000 sq. ft on each floor into the specific use areas described later; while at the same time incorporating and re-using some of the expensive improvement features already exist on these floors.
2. To Improve the Washrooms & Kitchen areas and to make them compatible with the specific use areas.
3. To provide a layout plan, Detailed drawings and Bill of Quantity (BOQ), Priced BOQ, Tender documents for the proposed two floors.

Specific Use Areas:

1ST & 2ND Floors:

- Large Conference Room for 20 pax
- One Hearing/Meeting Room for 10 pax
- One big Record/Filing Room (Fire proof walls) 400 sq. feet for Legal department
- 2nd Floor meeting room structure in the middle of floor will be used as meeting room as well
- One store for inventory on 1st floor, 250 to 300 sq. feet

- All Conference/Meeting rooms will be sound- proofed and fully equipped for video conferencing and computer use.
- Maximum usage of existing rooms/cubicles/partitions, flooring, ceiling and lighting and creation of space accordingly.
- Creation of work stations by maximum use of available space on both floors.

Departments: 1

Total: 21

Director' Room: 01
 Joint Director' Cabin: 03
 Other staff working station: 17

Department 2

Total: 07

Director' Room: 02
 Joint Director's Cabin: 01
 Other staff working station: 04

Total seating space requirement: 28

Evaluation Criteria:

Firms will be evaluated on the basis of their technical & financial proposals, with the following percentage allocations.

	Percentage
Technical proposal	60
Financial Proposal	40
Total	<u>100</u>

Technical proposal will be evaluated using the following two categories:

- (1) Experience of the firm for designing of renovation projects of more than 10,000 sq. Feet area
- (2) Quality of its Personnel's expertise

Selection Criteria:

- 1- **Firm's Background:** 15
 - Reputation of the firm
 - Experience with similar projects (area more than 10,000 sq. Feet) completed in the last ten years
- 2- **Technical Competence/Qualifications of personnel, Involvement of principals:** 10
- 3- **Past Performance:** 10
 - Quality of work
 - Time and cost control

- 4- **Capacity to accomplish the work:** 15
- Present workload
 - Present details of major projects in hand
- 5- **Registration with PEC/PCATP (field of specialization code):** 05
- 6- **Quality of Presentation:** 05

Other Services:

Scope of the work in broader terms (but not limited to) is as under:-

- Designing
- Preparation of drawing(s).
- Preparation of furniture layout plan.
- Preparation of floor layout plan(s).
- Preparation of interior working drawings.
- Designing of built-in furniture.
- Description of materials and finishes. Input regarding soft furnishing/finishing like tiles, blinds, Carpet etc. of each floor.
- Proposing tiles, furniture, toilets / hand wash fixtures, fittings & accessories.
- Air conditioning provision on both floors.
- Complete Electrical/data Layout and points
- Telephone points and data networking.
- The selected firm/consultant will provide 3-D View of all floors.

Bill of Quantity (BOQ):

Consultant will prepare floor wise project estimates.

- Consultants will prepare Bill of Quantities to be used for tendering requirement for selection of contractor.
- Preparation/submission of scope of work such as BOQ of each item along with specification, cost estimate and tender documents.
- Any variation in the BOQ above 5% will be the responsibility of the Architect.
- Advice and assistance in pre-qualification of contractors.
- Provide assistance in selection of contractor.
- Selected Consultant will prepare detailed timeline and milestones for each job/task.

DETAILED SUPERVISION AND PROJECT MANAGEMENT:

- Presence of Architects with supporting supervisions to overlook quality of works, time lines and co-ordination between different contractors.
- Review contractor's detailed construction schedule and advice accordingly.
- Verify quality and quantity of works.
- Examine and approve all material and equipment proposed by Contractors and suppliers for compliance with the Contractor's contract and specifications.
- Inspect and technically check the actual execution of the construction works, including compliance with scope and quality of the works.
- Provide timely information and clarification on technical and design information to the contractor as and when required during the works.
- Monitor and check during execution of the work compliance with designs, specification, standards, norms and compliance with approved project documentation.

- Co-ordinate, approve and execute design related to Client changes, modification or additions to the scope of the works. Review the cost implication.
- Examine and approve the proposals of contractors or sub-contractors for carrying out procedures and performance testing in relation to the work.
- Check and approve in consultation with the client all contractors change orders for additional work due to claimed inconsistencies in design.
- Verify Measurement Book of the project on weekly basis
- Approval of Clients for all additional of quantities and non BOQ items.
- Verify running bills/invoices of the contractor.
- Prior Approval from commission for NON BOQ items /prices.
- Verify MB of the project.