



## 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](http://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(i) / 13-14.**

2. Bids are invited for **“CONSULTANTS/ARCHITECTS FOR DESIGNING OF NEW BUILDING AT G-8 MAUVE AREA ISLAMABAD”** 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. 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](http://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. The amount of the bid and earnest money shall be in Pak Rupees.
11. 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.
12. 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.
13. 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.

14. 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.
15. 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.
16. 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.
17. The language of the bid is English and alternative bids shall not be considered.
18. Successful bidder would sign a contract with the Commission.
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. 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.
27. Time of completion for the project will start from the issuance date of purchase order.
28. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner.

29. Selected firm/consultant 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 a complete project plan and a Bill of Quantity (BOQ) for the project.
30. Only shortlisted companies will submit and present their designs/drawings as per requirement.
31. 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.
32. The envelopes shall bear the following additional identification marks:

**Bid for:**                   **“CONSULTANTS/ARCHITECT FOR DESIGNING OF NEW BUILDING AT G-8 MAUVE AREA ISLAMABAD”**

**Firm Name:**   XYZ Firm

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

33. **The deadline for the submission of bids is:**

**Date: September 11, 2013**

Time : 1100 Hrs.

34. **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

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

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

37. 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)**

**Architectural Design of Company Registration Office Building plus three Basements.**

**Background:**

SECP is the owner of Plot No. 17, Mauve Area G-8/1 Islamabad, measuring 14,000 square feet. Based on current Bye-laws the following should be noted.

- Maximum square footage for the building is determined by maximum plot ratio of 1:1.75.( Refer to CDA bye laws )
- No. of stories are Basement + Ground floor + 5 Stories.
- SECP will obtain permission for the third basement.
- SECP will obtain permission for specific purpose construction for use by a bank at ground floor.
- Capital Development Authority (CDA) Bye-laws are available on our website. According to the current Byelaws for Mauve area, any new building cannot exceed ground plus 5-floors that is a total of six floors.

**The Task/Challenge:**

Consultant selected after the pre-qualification process for design of the building must consider the following factors:

- The primary reason for constructing this building is to house Securities & Exchange Commission of Pakistan's, Company Registration Office (CRO) Islamabad. Company Registration Office (CRO), is the public face of SECP and any proposed building design should be representative of SECP's standing as Pakistan's regulator of capital markets.
- Soil Testing and other tests needed to comply with rules & regulations will be organized by the consultant with the approval of SECP with respect to qualification of consultants and related cost. Cost will be bear by Consultant.
- All applicable licenses will be obtained by the Architect.
- Building design will incorporate rental space for one small modern banking facility on the ground floor.
- Ground floor access will have a security area where visitor's belongings can be scanned.

- Design will provide 3 D view of entrance area on ground floor and other floors, identifying location of elevators, washrooms, windows and general layout of the floor plan.
- Consultant will provide a detailed Bill of Quantity (**BOQ**), TENDER documents to be used for appointment of Builder; detailed building plans will include related studies with respect to availability of water, soil and electricity, cooling requirements for the building.
- Proposed electrical layout will incorporate wiring for appropriately powered generator set for power backup generation during load shedding by WAPDA. System must ensure uninterrupted power supply.
- Proposed building design will provide specifically designed areas for a gymnasium and cafeteria for staff with related washrooms and kitchen areas.
- Space on all floors should be attractively designed to provide natural light and adaptability to cater to various office space needs.
- Adequate washroom facilities shall be provided taking into account the floor space and number of workers using the office area.
- Adequate parking space will be provided for upscale office space with a large number of automobiles in daily use.
- Consultant will provide resident supervision of all phases of construction from start to finish basis.
- Proposed building design must be unique, taking into account the plot's location and local environment.
- Space on all floors should be attractively designed to provide natural light and adaptability to cater to various office space needs.

- Basements should be designed to house a stand by Generator, HVAC Plant, Fuel storage Tank, Water Storage Tanks, Rooms for on-site attendants & Storage Areas and adequate parking for upscale office space with a large number of automobiles in daily use.

**Building design should include:**

- Provide 3 D view of entrance area on ground floor and other floors, identifying location of elevators, washrooms, windows and general layout of the floor plan.
- Incorporate plans for energy conservation through the use of Sky lights/Natural light, air circulation for cooling and other innovative ideas resulting in a Green Building.
- Include rental space for one small modern banking facility on the ground floor with separate entrance from outside the building.
- Provide Ground floor access, along with separate ramp for the disabled; there should be a specially designed security area where visitor's belongings can be scanned.
- Provide the following on the ground floor:
  1. A built in service desk with seating for six representatives and seating for at least 50 visitors.
  2. Area for assistance with data entry operations with at least four workstations.
- Include a record room of at least 2500 sqft with additional area for dead/ dormant records plus an office area for handling incoming /outgoing records. Inspection room of at least 200 sq. ft. should be designed with a desk area for inspecting files.
- Include office cubicle seating for at least 60 employees, plus three executive offices
- One large meeting room for seating 30 - 40 persons.
- Hearing -room for seating 8-10 persons with self service area for refreshments and related visitor seating areas.
- A fully equipped Cafeteria for seating at least 60 people, a Day care, and full size Gymnasium with related washroom facilities.

**Supervision:**

Consultant will provide resident Supervision to the construction site. Consultant will provide weekly report to owner and our on-site representative with respect to:

- Work that has been completed to date, and defective work and other issues that must be addressed.

- Identification of factors that must be considered with respect to ongoing work, & other work that will be evaluated during the next visit.
- Certification of work that has been completed to date for payment.

#### **Payment:**

Consultants should quote a lump sum fee for their services for design & supervision of the building project including dues to Capital Development Authority and other authorities. This will not include fines or fee for extra covered area. SECP will only sign the required documents and all payments/Fees/charges will be paid by Architect/consultant.

#### **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
<b>Total</b>	<b><u>100</u></b>

Technical proposal will be evaluated using the following :

- Experience of High Rise Experience of the firm for designing buildings
- Quality of its Personnel's expertise

#### **Firm's Background:**

- Reputation of the firm
- Experience with similar projects completed in the last ten years.(construction of multistory buildings)
- Technical competence/ qualifications of personnel; involvement of principals.

#### **Past Performance:**

- Cost control of project costs
- Quality of work
- Time control

#### **Capacity to accomplish the work:**



- Present workload
- Availability of qualified personnel
- Professional qualification /experience

Project Approach:

- Approaches to time schedule
- Approaches to quality
- Design Approach/Methodology
- Company profile should be only limited to relevant information.