



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 03/14-15**

### **Invitation to Bid**

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

### **Renovation of Karachi Office located at SLIC Building No.02**

Terms and conditions with detailed Terms of Reference may be obtained by visiting our website: [www.secp.gov.pk/procurement.asp](http://www.secp.gov.pk/procurement.asp).

Sealed bids along with 2% earnest money of the total quoted cost, must reach the undersigned through courier or may be dropped in the tender box on below mentioned address. Bids must be received before 1500Hrs on June 03, 2015 and will be opened on the same day at 1530Hrs.

**Deepak Kumar Jewani**

Assistant Director (Administration Department)

State Life building # 2, 4th Floor Wallace, Road-Karachi

Tel: 92-21-99213423-4

## **Terms and Conditions for Bids and Bidders**

### **1. Tender Identification Number: TENDER # 03/14-15**

2. Bids are invited for **“Renovation of Karachi Office located at SLIC Building No.02”** through **SINGLE STAGE ONE ENVELOP METHOD**

3. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**

State Life building # 2, 4th Floor, Wallace Road-Karachi.

4. Bidders must visit renovation site before submitting their bids for the specific area as described on our website. The relevant details plus terms and conditions of the invitation 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)

5. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered by any bidder and bidders should supply the same at quoted rates.

6. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. 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.

7. Bid Validity period should be 150 days.

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

9. 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, State Life building # 2, 4th Floor, Wallace Road-Karachi**. Bids not accompanied by Earnest Money will not be entertained.

10. Earnest Money of successful bid will alone be retained and that of the rest will be returned.

11. If the bid 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 Commission.

12. 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.

13. The language of the bid is English and alternative bids shall not be considered.

14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids

15. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
16. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
17. The rates must be quoted strictly in accordance with bid documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
18. Bidder can quote against any single requirement of the Terms of Reference (TORs)
19. Bidder must submit an affidavit with the bid that the bidder is not black listed by any organization.
20. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner be submitted in the bid.
21. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
22. 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.
23. Bidders may be required to make a presentation of their technical proposal, if any.
24. Place of bid destination is: **Securities and Exchange Commission of Pakistan**, State Life building # 2, 4th Floor, Wallace Road-Karachi.
25. The envelopes shall bear the following additional identification marks:

**Bid for:** **"Renovation of Karachi Office located at SLIC Building No.02"**

**Bidder Name:** XYZ

**Attention:** State Life building # 2, 4th Floor, Wallace Road-Karachi

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

**Date: June 03, 2015**

Time : 1500 Hrs.

27. **The bid opening shall take place at:**

**Securities and Exchange Commission of Pakistan**

State Life building # 2, 4th Floor, Wallace Road-Karachi

**Date: June 03, 2015**

Time : 1530 Hrs

28. A statement **"(Do Not Open Before 1530Hrs on June 03, 2015)"** shall be clearly mentioned on the top of the sealed bid.
29. Bids received after the due date and time will not be entertained.

30. Successful bidder would sign a agreement/contract with the Commission. However, SECP reserves the right to hire the services/purchase required items, by issuing a Purchase Order and to engage the selected bidder in an agreement/contract.

31. The Commission reserves the right to amend/change/revise the TORs of invitation if deemed necessary. The successful bidder shall have to provide the services accordingly.

**Note:**

- **Attachment Details are as under**

- |  |                    |
|--|--------------------|
| <b>1. Terms of Reference</b>                           | <b>(Annex "A")</b> |
| <b>2. Bill of Quantities and Specifications (BOQs)</b> | <b>(Annex "B")</b> |
| <b>3. Evaluation Criteria</b>                          | <b>(Annex "C")</b> |

- **If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements as per details above.**

**TERMS OF REFERENCE (TORs)**

**“Renovation of Karachi Office located at SLIC Building”**

- Bidder must have at least 05 years of experience of renovation projects for corporate offices. The bidder should have relevant experience of renovation works of at least three different projects measuring 5,000 sqft. area or above and has completed projects of cost of Rs.5 Million or above. Documentary evidence, including Copy of PO and Job Completion Certificates from the respective clients should also be provided.
- Time of completion for the project will start from issuance date of work order and must be completed within agreed time.
- The short listed Contractor will be bound to start work within one week of work order and also provide a work schedule of start and completion dates of each item/job for the project.
- Rates quoted shall remain fixed for the whole project cycle. Each bidder will provide itemized rates against each item/job.
- Measurement book will be prepared by the contractor on completion of every job/item duly verified by the Project Coordinator of the Commission. Final payment will be made based on the actual measurements.
- Please note that above mentioned plans & BOQ quantities can vary as per Commission’s requirement arises time to time.
- Interested bidder must visit construction site before submitting their bids.
- Bidders not visiting the site for understanding the work before bid submission shall be rejected.
- 5% amount of Project value will be retained for (03) months as “Retention Money”.

## Bill of Quantities and Specifications (BOQs)

BOQ item No.	Description	Qty	Unit	Unit Price	Amount
	<b>Civil Works</b>				
c1	<b>PAINT</b>				
	Supply and apply paint to already painted surface with filling of made ICI, 2 coats of emulsion paint of approved colour on Walls, Ceiling and Columns and Plastic enamel on wood works complete in all respect or as directed by Client.	23,192	sft		
c2	<b>Tinted Paper</b>				
	Supply and paste tinted paper inside of glass of windows and partition including cutting the sheet to required panel size and pasting according to manufacturer's instructions, complete in all respect or as directed by Client.	1,450	sft		
c3	<b>Roller Blinds</b>				
	Provide and fix in position roller blinds with thick fabric make in white/offwhite colour and shade, includes all screws, rawal plugs, rail and accessories required for fixing, complete in all respects or as directed by the Client.	1,450	sft		
c4	<b>Vinyle Tiles</b>				
	Provide and fix imported Vinyle tiles of approved colour and shade of 2mm thickness including surface smoothing and levelling of sub floor, fixing with vinyle adhesive complete in all respects or as directed by the Client.	1,110	sft		
c5	<b>Washroom Grouting and Cleaning</b>				
	Provide and grouting existing tiles with tile grouting of matching pigment including removal of existing grouting and Cleaning of all Fixtures and Fittings in washroom with Chemical.	3	Lump sump		
c6	<b>Replacement of Broken Glass Window</b>				
	Remove, Provide and fix all the broken glasses of windows as per existing thickness and make or as directed by the Client.	10	Nos.		
c7	<b>Chemical Floor Polish</b>				
	Supply and apply chemical polish on terrazzo and marble floors as per manufacturer's instructions or as directed by Client.	12,100	sft		
	<b>Furniture Works</b>				
F1	Repairing and Polishing of damaged tables, doors, cabinets and workstations including all types of material required for repair and				

	polish complete in all respects as explained during pre bid visit.				
a	<b>Tables</b>	79	Nos.		
b	<b>Doors</b>	27	Nos.		
c	<b>Cabinets</b>	76	Nos.		
d	<b>Work Stations</b>	26	Nos.		
e	<b>Wooden Wall Polish</b>	5,584	sft		
f2	<b>Doors</b>				
	Providing and fixing of 1 1/2" thick single leaf solid wooden doors, door frame fixed with hold fasts including SS hinges, lock, handles and approved shade lacquer polish complete in all respects or as directed by Client.	2	Nos.		
f3	<b>Officer Chairs</b>				
	Providing executive high back revolving chairs as selected by the Client. Sample available in SECP.	11	Nos.		
f4	<b>Visitor Chairs</b>				
	Providing visitor chair with arms as selected by the Client. Sample available in SECP.	10	Nos.		
f5	<b>Cabinets</b>				
	Providing executive high wooden cabinet with doors as directed by the Client.	1	Nos.		
f6	<b>Racks</b>				
	Providing wooden side racks as directed by the Client.	5	Nos.		
f7	<b>Steel Almirah</b>				
	Providing steel almirah 6 feet high with doors and locks as selected by the Client.	4	Nos.		
f8	<b>Work Stations</b>				
	Providing and fixing of Cubical workstations with fixed drawer pedestal L/R Partition size 5' x 5' including Electrical works for two power points, two ups points, two telephone points and one LAN points complete in all respects.	14	Nos.		

**Note: Quoted prices shall be inclusive of all applicable taxes and detail of taxes included must be mentioned.**

**Evaluation Criteria:**

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

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

Sr. No	Technical Evaluation Criteria	Allocated Marks
<b>1</b>	<b>Similar Projects in Last 05 Years (Minimum 05 Projects)</b>	<b>10</b>
	(02) Marks for each Project	02 (each project)
1.1	Completed project of 5,000 sqft. area or above	01
1.2	Completed project of value of 5 million or above	01
<b>2</b>	<b>Reputation of the Bidder:</b>	<b>10</b>
2.1	Bidder's experience above 05 years	<b>5</b>
	If Experience is less than 05 years	3
2.2	Projects with Govt departments/well reputed companies	<b>5</b>
	(01 Mark for each project)	
<b>3</b>	<b>Technical Competence:</b>	<b>10</b>
3.1	Bidder's staff strength is more than 20:	<b>3</b>
	If Bidder's staff strength is less than 20	2
3.2	Availability of technical staff:	<b>3</b>
3.3	Experience of Personal:	<b>4</b>
	Principle Contractor's experience is more than 05 years	3
	If Principle Contractor's experience is less than 05 years	1.5
<b>4</b>	<b>legal Entity/Registration with PEC:</b>	<b>5</b>
4.1	Bidder is registered with PEC	5
<b>5</b>	<b>Present Work Load:</b>	<b>5</b>
5.1	Project or more in hand	2.5
5.2	If Projects are less than 05	5