



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 06/13-14

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites bids from competent, resourceful, experienced and well reputed firms, registered with Government of Pakistan for providing secretarial/administrative/auxiliary, and other support services for its **Head Office and other offices situated at Karachi, Lahore, Islamabad, Peshawar, Quetta, Sukkur, Multan and Faisalabad.**

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

Sealed bids must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The bids must be received before 1100Hrs, on **December 06, 2013, and will be opened on the same date at 1130Hrs.**

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

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 06 / 13-14.**
2. Bids are invited for “**Manpower Outsource Services**” through **SINGLE STAGE ONE ENVELOP METHOD**
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
4. 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
5. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP’s decision will be final and binding in all matters relating to this tender.
6. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial services offered and bidders should supply the same at the rates finalized between the agency and the bidder.
7. The bid validity period shall be 150 days.
8. The amount of the bid shall be in Pak rupees.
9. 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.
10. The language of the bid is English and alternative bids shall not be considered.
11. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
12. The prices quoted shall correspond to 100% of the requirements specified. 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.
13. 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.
14. Discounts (if any) offered by the bidder shall be part of the bid.
15. The interested firm/company must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 1 years and proof of company as legal entity.
16. The proof of firm/company’s existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bids.

17. A copy of authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the tender.
18. The 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.
19. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

20. The envelopes shall bear the following additional identification marks:

Bid For : **Manpower Outsource Services**
Firm Name : XYZ Firm
Attention : Assistant Director, Admin, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

21. The deadline for the submission of bids is:

Date: December 06, 2013
Time: 11:00 AM

22. The bid opening shall take place at:

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

Date: December 06, 2013
Time: 11:30 AM

23. A statement “**Not to be opened before 11:30 AM on December 06, 2013**” shall be clearly mentioned on the top of the sealed bid.
24. The bids received after the due date and time will not be entertained.
25. Evaluation of received bids will carried out as per criteria given in Annex “B”.
26. Successful bidder will be engaged in a legal agreement for one year which will be extendable to another year or any period mutually agreed.
27. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly as per the terms and conditions of the agreement signed between both parties.

Note:

- **The attachment details are as under**

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|-------------------------------|------------------|
| 1. Terms of Reference | Annex “A” |
| 2. Evaluation Criteria | Annex “B” |

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference

Interested firms may submit their bids with following details:

1.	Organization Profile
2.	Company/Firm Registration
3.	GST/NTN Certificate
4.	Financial Status / Bank Statement
5.	List of Directors /Partners with brief profile /CVs
6.	List of offices with contact details including detail of focal person/coordinator
7.	List of Clients where services of interested firm were provided along with details/type of services with reason of discontinuation of services
8.	List of Clients where services are being provided at present along with details/type of services
9.	Affidavit that Company has never been blacklisted by any Govt. / Semi Govt. agency or any other business
10.	Process of Hiring and Costing of Services
11.	Any other information which interested firm wishes to share i.e. EOBI, insurance coverage, leave, gratuity etc.
12.	Offer percentage rate to be charged to the Commission on provision of each outsourced employee required by the SECP

Evaluation Criteria

Evaluation of received bids will be carried out as per following criteria:

S. No.	Evaluation Grounds	Marks
Technical Evaluation		
a	Experience in the field, in number of year, since inception of business operations as registered service provider (1 Mark per Year, Max marks for 15 years plus experience)	15
b	Clientele of the firm (no. and nature of the clients) (1 mark for each of the UN agencies, Embassies, International NGOs, Government Autonomous Bodies, Financial Institutions/ banks subject to maximum of 5 marks for each of the mentioned categories)	25
c	Geographical Coverage (5 marks each for Offices at Karachi, Lahore, Islamabad and 1 mark each for office at Faisalabad, Multan, Peshawar, Quetta and Sukkur)	20
	Total	60
Financial Evaluation		
d	Percentage of commission to be charged inclusive of all taxes	40
	Total	40
Grand Total		100

Note: Detail of taxes included in the percentage of Commission to be charged must be mentioned.