



Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

Subject: Services Required for Maintenance, Gas Charging, Testing and Servicing of Air Conditioners at SECP Head Office and CRO Islamabad for the year 2016.

The Commission intends to outsource services for maintenance, gas charging, testing and servicing (without parts) of air conditioners installed at SECP Head Office and CRO Islamabad.

List of Air conditioners and detailed scope of Work is attached as per **Annex A** and evaluation criteria for bids is attached as **Annex B**

Terms and Conditions

- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Quotation Validity Date:** Minimum 30 Days from quoted date.
- **Clients** list should be provided
- **Bid Submission** Time is as given on SECP Website.
- **Legal Agreement:** Successful bidder will have to sign a legal agreement for the required services with the Commission. Agreement may be extended for another year or any period mutually agreed between both parties on same terms and conditions.
- **Number of Air Conditioners may increase/decrease as per requirement of SECP.**

If you are interested, please submit sealed quotation for the above item to the undersigned at SECP, 63-Jinnah Avenue, NICL Building, Blue Area, Islamabad within the specified period.

Best regards.

M. Ubaidullah Khalid
Assistant Director (Admin)

Scope of Work
Detail of Air Conditioners

Sr. No.	Air Conditioner (AC) Type	Capacity (Tons)	Services Duration	Qty
1	Split AC, Standing units and Concealed units	1	01 year	4
		1.5		99
		2		23
		2.5		0
		4		13

Quotation Submission Format

S. No.	Season Description	No. of ACs	Quoted Service Charges Inclusive of all applicable taxes	
			Per Month and Per AC	Per Month and for all ACs
a.	Summer Season Months Include = April, May June, July, August and September (06 months)	139		
b.	Winter Season Months Include = October November, December, January, February and March (06 months)	7		

SECP also requires installation of new ACs, therefore, installation charges w.r.t each type of AC may also be quoted, separately.

Major Scope of the services will be based on following,

- The Contractor shall be responsible for Repair and Maintenance services and Gas filling of (139) ACs installed at Head office and CRO office at Islamabad to the entire satisfaction of the Commission. AC Services will be required to perform on weekly and monthly basis.
- Agreement will cover the complete maintenance including cleaning, lubrication, and adjustment, testing and repair labor of normal usage.
- The Contractor will provide 02 technical experts for providing the above mentioned services/trouble shooting complains and will make sure their presence in the commission premises during office hours.
- The contractor will provide the schedule of daily, weekly, monthly check-ups besides the routine trouble shooting etc and will maintain complete maintenance data base of all AC's
- The contractor will conduct the survey of all ACs installed in the commission premises and will submit report accordingly.

Evaluation Criteria

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

Percentage Technical proposal	30
Financial Proposal	70
Total	<u>100</u>

S. No	Criteria	Marks
01	Technical & Operational Staff:	5
	A) Number of available technical staff trained in AC repair & maintenance: <ul style="list-style-type: none"> Over 5 persons = 5marks 3-4 persons= 4 marks 2 or below=2 marks 	
	B) Experience of proposed staff (2 nos) to be deputed at SECP. (Should have at least three years' of working experience)	5
02	Firm's Experience: Applicable experience of organization: <ul style="list-style-type: none"> Over 10 Years= 10 6-8 Years= 8 3-5 Years= 5 2 Years or below= 02 	10
03	Clientage: Mention the references of clients providing the similar services as required by the Commission. A) General Clients 1-5 references= 2 marks 6 & Above references= 5 marks	5
	B) Multi stories Clients (minimum 2 stories) 1-3 references= 3marks 4 & above references= 5 marks	5