



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 07/14-15

Invitation to Bid

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

Hiring of Architect/Consultant for Designing & Supervision of Renovation of 02 Floors located at SLIC building, Karachi

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

Sealed bids along with 2% earnest money must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. Bids must be received before 1500Hrs, on **December 15, 2014** and will be opened on the same day at 1530Hrs.

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 # 07/14-15**

2. Bids are invited for **"Hiring of Architect/Consultant for Designing & Supervision of Renovation of 02 Floors located at SLIC building, Karachi"** 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. 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 invitation 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 invitation.
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**. Bids not accompanied by Earnest Money will not be entertained.
13. Earnest Money of successful bid 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. 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. 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 SECP, Islamabad.
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. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
20. 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.
21. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
22. 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.
23. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
24. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner.
25. 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.
26. 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.
27. Bidders may be required to make a presentation of their technical proposal.
28. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

Bid for: **"Hiring of Architect/Consultant for Designing & Supervision of Renovation of 02 Floors located at SLIC building, Karachi"**

Firm Name: XYZ Firm

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

30. The deadline for the submission of bids is:

Date: December 15, 2014

Time : 1500 Hrs.

31. 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 15, 2014

Time : 1530 Hrs

32. A statement **"(Do Not Open Before 1530Hrs on December 15, 2014)"** shall be clearly mentioned on the top of the sealed bid.

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

34. 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**

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)

Designing & Supervision of Renovation of 02 Floors located at SLIC building, Karachi

Interested Firms must visit the site to obtain an understanding of the potential for extraordinary design work and create a design that they can be proud of. Approximate area of two floors, 25, 189 sqft. approx.

- The company must have at least 10 years of 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 20,000 sft. or above. Documentary evidence, including Copy of PO and Job Completion Certificates from the respective clients should also be provided.
- SECP reserves the right to visit at least three projects of minimum 20,000 sft 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 qualification.
- Time of completion for the project design, BOQ, engineered price BOQ and bidding documents will start from issuance date of work order and must be completed within one month.
- The short listed Consultant/Architect 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, engineered price and a Bill of Quantity (BOQ) for the project.
- Particulars of managerial and technical expertise of firm including list of full time technical staff.
- Rates quoted shall remain fixed for the whole project cycle.
- Rates shall be quoted on lump sum basis for whole project.

Scope of Service:

- Professional services to be provided by the Consultant for the project shall comprise of all or any of the following as may be necessary for the project:
- Preparation of drawing (s),
- Preparation of furniture layout plan,
- Preparation of floor layout plan,
- Preparation of interior working drawings,
- Preparation of Ceiling plan,

- Designing of built-in furniture,
- Description of materials and finishes. Input regarding soft & hard furnishing/finishing like tiles, blinds, carpet etc. at all floors,
- Preparation of detailed HVAC, Electrical, electrical points, Lighting lay out plan and Plumbing working drawings,
- Firefighter/Smoke Detector,
- CCTV layouts,
- Complete electrical lay out and points etc,
- Telephone points and data networking plan,
- Proposing tiles, furniture, toilets/hand wash fixtures, fittings and accessories,

The selected firm/consultant will provide 3-D View of all floors.

Bill of Quantities:

- Consultant shall prepare floor wise project estimates.
- Consultant shall 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.
- Advice and assistance in pre-qualification of contractor.
- Provide assistance in selection of the contractor.
- Consultant will prepare detailed timelines and milestones for each job/task.
- Consultant shall send SECP daily project progress report as per project plan.
- Consultant shall prepare M.B (measurement book) along with contractor and will be responsible to verify it.
- Presence of Architect staff with supporting supervision to overlook quality of works, time lines defined, and co-ordinate with contractors. Consultant will provide the complete supervision till the completion of the project.
- Verify quality and quantity of works. Provide timely information and clarification on technical and design information to the contractor as and when required during the works.
- Examine and approve all material and equipment proposed by the Contractor.
- Check and approve in consultation with the client all contractors change orders for additional work done. Variations should not exceed above more than 5%. Any variations claimed above 5% will be responsibility of the Consultant.
- Inspect and technically check the actual execution of the renovation work, including compliance with scope and quality of the works.
- Check and approve in consultation with the client regarding change order, variation in qty if any.
- Any other task required by the SECP concerning the project which the Consultant would be required to perform in the ordinary course of business.

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 Evaluation:

Technical evaluation will be based on following attributes:

- 1- Similar Projects in last 10 years: (20)**
 - Minimum 10 Projects (Minimum 20,000 sqft. area or above and value of Rs. 40 million or above)
- 2- Reputation of the Firm: (10)**
 - Firm's experience above 10 years
 - Projects with Multinational Companies
- 3- Technical Competence/Qualification of Personnel: (10)**
 - Local qualification
 - Foreign qualification
 - Experience of Personnel
- 4- Legal entity/Registration with PEC and PCTAP: (05)**
 - PEC registered
 - PCATP registered
- 5- Present Workload: (05)**
 - Projects 5 or more in hand
 - Project less than 5
- 6- Profile/Worth of Clientage: (10)**
 - Profile submission

Note:

- Interested firms must visit construction site before submitting their designs for the specific area as described above.

Please note that above mentioned plans can vary as per Commission's requirement.