



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

Subject: Services Required - Designing & Supervision for Renovation of Companies Registration Office (CRO) at Islamabad

The Commission intends to hire services for designing and supervision regarding renovation of its CRO Islamabad. Detailed “**Terms of Reference**” of said requirement is attached as Annex “A”.

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by Govt. of Pakistan for complete assignment.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per deadline specified on SECP Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm/consultant and selected firm will be engaged in a legal agreement.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Terms of Reference

Designing & Supervision of Renovation of Companies Registration Office (CRO) at Islamabad

Interested Firms must visit the site to obtain an understanding of the potential for design work. Approximate area 2,100 sqft.

- The company must have at least 05 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 5,000 sft. or above.
- SECP reserves the right to visit at least three projects of minimum 5,000 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 tender documents will start from issuance date of work order and must be completed within two weeks.
- The short listed Firm/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.
- 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,
- Description of materials and finishes. Input regarding soft & hard furnishing/finishing like tiles, blinds etc.
- Preparation of AC, Electrical, electrical points, Lighting lay out plan/drawings,
- Complete electrical lay out and points etc,

- Telephone points and data networking plan,

Bill of Quantities:

- Consultant/firm shall prepare category 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.
- Consultant shall prepare M.B (measurement book) along with contractor and will be responsible to verify it.
- Architect will 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.

Technical Evaluation:

Technical evaluation will be based on following attributes,

1- Similar Projects in last 05 years:

(20)

- Minimum 10 Projects (Minimum 5,000 sft. area or above and value of Rs. 3 to 4 million or above)

2- Reputation of the Firm:

(10)

- Firm's experience above 05 years
- Projects with Multinational/National Companies

3- Technical Competence/Qualification of Personnel:

(10)

- Local qualification
- Foreign qualification

- Experience of Personnel

5- Present Workload: (10)

- Projects 5 or more in hand
- Project less than 5

6- Profile/Worth of Clientage: (10)

- Profile submission

Note:

- The Consultant 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.