



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 09/14-15

INVITATION TO BID

The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers based in Pakistan and registered with sales tax department, having national tax number (NTN) for:

a)	Supply, Installation and Commissioning of 80 KVA Prime Power Diesel Generator Set at CRO Islamabad	[T#09(i) /14-15]
b)	Supply, Installation and Commissioning of 30 KVA Prime Power Diesel Generator Set at CRO Multan	[T#09(ii) /14-15]
c)	Supply, Installation and Commissioning of Prime Power 6 KVA on load or 6.8 KVA Patrol, Gas or Diesel Generator at CRO Quetta	[T#09(iii) /14-15]

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 bid with 5% earnest of the total quoted cost for each required renewal/items, 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 on **January 07, 2015**, by 1500 Hrs and will be opened on the same day at 1530 Hrs.

M. Ubaidullah Khalid – Assistant 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 # 09(ii) / 14-15.**
2. Bids are invited for “**Supply Installation and Commissioning of 30 KVA Prime Power Diesel Generator Set**” with canopy 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 invitation to bid.
6. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies 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 and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 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.
9. 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.
10. 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.
11. The language of the bid is English and alternative bids shall not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
13. 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 bids will not be entertained and may disqualify the original offer.

14. 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.
15. Discounts (if any) offered by the bidder shall be part of the bid.
16. 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 01 year and proof of company as legal entity.
17. 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.
18. The equipment supplied/provided must be duty paid in respect of all applied duties and taxes.
19. The quantities required may increase/decrease according to SECP requirement.
20. Liquidated Damages (LDs): as liquidated damages, a sum equivalent to 0.5 percent of the delivery price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the purchaser may consider termination of the Purchase Order.
21. 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.
22. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
23. Clarification if any on the technical requirement may be obtained from:
 - ubaidullah.khalid@secp.gov.pk
24. The earnest money of successful bidder will be retained and that of other bidders will be returned.
25. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
26. The envelopes shall bear the following additional identification marks:

Bid for: Supply Installation and Commissioning of 30 KVA Prime Power Diesel Generator Set with canopy.
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

27. The deadline for the submission of bids is:
Date: January 07, 2015
Time: 1500 Hrs

28. The bid opening shall take place at:

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

Date: January 07, 2015

Time: 1530 Hrs

29. A statement “**Not to be opened before 1530 Hrs on January 07, 2015**” shall be clearly mentioned on the top of the sealed bid.

30. The bids received after the due date and time will not be entertained.

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

Note:

- **The attachment details are as under**

1. Terms of Reference

Annex “A”

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

Terms of Reference

General Requirements

- The Securities & Exchange Commission of Pakistan, Islamabad invites bids for Supply, installation and commissioning of **30 KVA Prime Power GENSET** including power cable, canopy and auto transfer switch in Company Registration Office, Islamabad. Site visit is mandatory, please quote for actual measurement of control cable, power cable and others (if any).
- The scope of work includes supplying, installation, testing and commissioning of all the material and product support services of the complete diesel generator in Islamabad including the auto main failure panel and should be submitted with complete BOQ. The contractor should plan the work in accordance and by inspecting the site for exact route, location and position of electrical lines/wiring & switches etc for installation & commissioning of generator.
- The supplier must furnish complete import documents and principal authorization certificate with the invoice.
- The end user License, end user warranties and end user support services will be in the name of SECP for all equipment delivered.
- Copy of authorized Partnership /distributorship certificate from their Principals is to be submitted with the bid.
- Comprehensive warranty for one year (365 days) for the equipment on site from date of commissioning.
- Equipment delivery time must be within 4 to 6 weeks from the date of issuance of purchase order.
- Cost should be separate quoted for each category like Genset, Alternator, Canopy, AMF panel, Power cable, Earth Cable at site delivery, Installation and Commissioning, Transportation (if any), foundation pad, warranty etc.
- The selected party will be required to provide 24/7 back up service for the new generator for at least one year and an undertaking in that regard is required to be submitted with the proposal;
- Supply and installation of 80 KVA Prime Power generator set, with Canopy, ATS/AMF Panel and Installation.

Warranty:

Minimum one year from the date of commissioning of Standby Diesel Generator set against all manufacturing defects, faulty material and/or incorrect performance detected during the normal course of operation.

After Sale Service & Spare Parts:

All contractors are to include a Guarantee for availability of genuine parts and efficient after Sales Service and a residential office to support customer in Islamabad will be a proof.

Dealer/Supplier:

The bidder's firm supplying the required generator set must be exclusive/soul authorized dealer of the generator set brand and a proof/certification must be provided with the bidding document. The bidder's must be an established generator brand dealer and must have after sales support in Islamabad. The bidder must have a workshop in Islamabad having required tools.

Note:

All items Cost ,Diesel Generator Set with canopy, Auto Transfer Switch Panel,cabel,and Installation charges /Foundation pad should be separately quoted.

Evaluation Criteria:

Technical Marks:	50
Financial Marks:	50
Total Marks:	(100)

Technical Attributes:

▪ Past performance & experience.	10
▪ Firms presence in the city where generator is required.	10
▪ Clientage Profile, detail of maintenance agreements	10
▪ Warranty Terms	10
▪ List of technical staff in the relevant city.	10