



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**No. T# 08/15-16**

### Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers registered with Income Tax and Sales Tax Departments for following:

S. No.	Requirements	Reference
1.	<b>Renovation of Floor(s)</b>	[T#08(i) /15-16]
2.	<b>Renewal of Anti Virus Licenses and Support</b>	[T#08(ii) /15-16]
3.	<b>Supply of Network Switches</b>	[T#08(iii) /15-16]

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against each of the above requirements are available for the interested bidders from the undersigned and can also be downloaded from [www.secp.gov.pk/procurement.asp](http://www.secp.gov.pk/procurement.asp) free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **October 20, 2015 at 1500 Hrs** 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 444  
Email: [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)

## **Terms and Conditions for Bids and Bidders**

### **1. Tender Identification Number: TENDER # 08(i)/15-16**

2. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
3. The Securities & Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors registered with income tax and sales tax departments for **"Renovation of Floor(s)"** through **SINGLE STAGE ONE ENVELOP METHOD**.

#### **4. The Procurement Agency is:**

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

5. Bidders must visit renovation 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](http://www.secp.gov.pk/Procurement.asp)
6. **Pre Bid Meeting:** In order to obtain full understanding of the TORs, a meeting of the interested bidders is scheduled on **October 13, 2015** at 1000 Hrs at

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

7. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered by any bidder and bidders should supply the same at quoted rates.
8. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. 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. The amount of the bid and earnest money shall be in Pak Rupees.
11. 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.

12. Earnest Money of successful bid will alone be retained and that of the rest will be returned.
13. 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 Commission.
14. 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.
15. The language of the bid is English and alternative bids shall not be considered.
16. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
17. 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.
18. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
19. The rates must be quoted strictly in accordance with bid documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
20. Bidder can quote against any single requirement of the Terms of Reference (TORs)
21. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner be submitted in the bid.
22. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
23. 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.
24. Bidders may be required to make a presentation of their technical proposal, if required.
25. 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:** **"Renovation of Floor(s)"**

**Bidder Name:** XYZ

**Attention:** 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,

27. **The deadline for the submission of bids is:**

**Date: October 20, 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: October 20, 2015**  
Time : 1530 Hrs

29. A statement “(Do Not Open Before 1530Hrs on **October 20, 2015**)” shall be clearly mentioned on the top of the sealed bid.
30. Bids received after the due date and time will not be entertained.
31. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
32. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
33. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
34. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
35. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services, if selected and declared as best evaluated bidder.
36. Successful bidder would sign a agreement/contract with the Commission. However, SECP reserves the right to hire the services/purchase required items, by issuing a Purchase Order and to engage the selected bidder in an agreement/contract.
37. 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”)                   |
| 2. Evaluation Criteria                          | (Annex “B”)                   |
| 3. Bill of Quantities and Specifications (BOQs) | (Annex “C”) Separate Document |
| 4. Floor Layout Plan                            | (Annex “D”) Separate Document |

- **If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements as per details above.**

**TERMS OF REFERENCE (TORs)**

**Renovation of Floor(S)**

- Bidder must have at least 02 years of experience of renovation projects for corporate offices. Bidder should have relevant experience of renovation works of different projects measuring 1,000 sft areas.
- Time of completion for the project will start from issuance date of work order and must be completed within agreed time.
- The short listed bidder will be bound to start work within one week of work order.
- Measurement book will be prepared by the contractor on completion of job and payment will be made on the basis of actual measurements.
- Wooden Panel Cladding of approved color shade will be fixed on walls.
- Porcelain tiles of approved color will be fixed at floor and stage.
- Furniture to be manufactured at site as per the design given by Client.
- Stage Floor will be raised by Brick Masonry.
- Please note that above mentioned plans & BOQ quantities can vary as per Commission's requirement arises time to time.
- Interested bidder must visit construction site before submitting their bids.
- Bidder(s) not visiting the site for understanding the work before bid submission shall be rejected.
- No mobilization advance will be paid.
- 5% retention money will be withheld for three months period.

**Evaluation Criteria:**

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

	Percentage
Technical proposal	65
Financial Proposal	35
<b>Total</b>	<b><u>100</u></b>

Sr. No	Technical Evaluation Criteria	Allocated Marks
<b>1</b>	<b>Similar Renovation Projects in Last 02 Years:</b>	<b>10</b>
	(02) Marks for each Project	02 (each project)
1.1	Completed project of 1,000 sqft. area or above	01
1.2	Completed project of value of 1 million or above	01
<b>2</b>	<b>Reputation of the Bidder:</b>	<b>10</b>
2.1	Bidder's experience above 02 years	<b>5</b>
	If Experience is less than 02 years	3
2.2	Bidder's head office should be based in Islamabad/Rwp.	<b>5</b>
<b>3</b>	<b>Technical Competence:</b>	<b>10</b>
3.1	Bidder has completed Specific Interior Projects, (01 marks for one Project).	<b>5</b>
3.2	If Bidder is PEC registered	<b>5</b>
<b>4</b>	<b>Present Work Load:</b>	<b>5</b>
4.1	Project are 05 or more than 05 in hand:	2.5
4.2	If Projects are less than 05:	5