



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 18/14-15**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors for

### **“SUPPLY AND FIXING OF FLOOR TILES ON FLOOR(S) IN SECP HEAD OFFICE BUILDING, ISLAMABAD”**

Terms and conditions with detailed Terms of Reference for each requirement, may be obtained by visiting our website: [www.secp.gov.pk/procurement.asp](http://www.secp.gov.pk/procurement.asp).

The sealed bids with 2% earnest money of the total quoted amount, 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 **June 12, 2015** 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 # 18 / 14-15.**
2. Bids are invited for “**Supply AND FIXING OF FLOOR TILES ON FLOOR(S) IN SECP HEAD OFFICE BUILDING, ISLAMABAD**”, through SINGLE STAGE ONE ENVELOPE METHOD.
3. Bid shall comprise a single package containing financial and the technical Bid.
4. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.
5. Interested bidders must visit site for renovation before submitting their bids for the specific area as required. 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. 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.
7. Bid Validity period should be 60 days from opening of bids.
8. Successful bidder would sign a contract with the Commission.
9. The amount of the bid and earnest money shall be in Pak Rupees.
10. 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**. Bids not accompanied by Earnest Money will not be entertained.
11. 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.
12. Bidder's valid registration with income tax/Sales tax along with copy of certificates should be provided with bid.
13. 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.
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 will not be considered.
16. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
18. The prices quoted by the bidder shall be final and binding. Changes or revisions in rates after the opening of the bid(s) will not be entertained and may disqualify the original offer.
19. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost
20. 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.
21. Bidder must submit an affidavit with the bid that bidder is not black listed by any organization.
22. 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.
23. The envelopes shall bear the following additional identification marks:

**Bid for:** **"Supply And Fixing Of Floor Tiles On Floor(s) In SECP Head Office Building, Islamabad"**

**Bidder Name:** XYZ

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

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

**Date: June 12, 2015**

Time : 1500 Hrs.

25. **The bid opening shall take place at:**

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

**Date: June 12, 2015**

Time : 1530 Hrs

26. A statement **"(Do Not Open Before 1530Hrs on June 12, 2015)"** shall be clearly mentioned on the top of the sealed bid.

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

28. Selected bidder will have to sign a legal agreement with SECP for required work.

29. 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**

<b>1. Terms of Reference</b>	<b>Annex "A"</b>
<b>2. Evaluation Criteria</b>	<b>Annex "B"</b>

- **Attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.**
- **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):**

**SUPPLY AND FIXING OF FLOOR TILES ON FLOOR(S) IN SECP HEAD OFFICE BUILDING,  
ISLAMABAD”**

- Bidder must have at least 03 years of experience of renovation projects for corporate offices. Bidder should have relevant experience of renovation works of different projects measuring 3,000 sqft area or above and has completed projects of cost of Rs. 4 million or above.
- List of completed projects and in hand during the last three years involving renovation work for office space area of at least 3,000 square feet.
- Time of completion for the project will start from issuance date of work order and must be completed within agreed time.
- The short listed Contractor will be bound to start work within one week of work order and also provide a work schedule of start and completion dates for each item/activity of the project.
- Rates quoted shall remain fixed for the whole project cycle. Each bidder will provide itemized rates against each item/job.
- Measurement book will be prepared by the contractor on completion of every job/item duly verified by the Architect. Final payment will be made based on the actual measurements.
- Please note that above mentioned plans & BOQ quantities can vary as per Commission's requirement arises time to time.
- Interested bidders must visit construction site before submitting their bids.
- Bidders not visiting the site for understanding the work before bid submission shall be rejected.
- 5% amount of Project value will be retained for six months as “Retention Money”.
- The contractor shall be responsible for removing debris and other wastage from the site.
- No mobilization advance will be paid.
- The contractor shall ensure safety of its staff and will provide necessary PPE to the workers.

**Project Brief BOQ (Installation of Floor Tiles):**

- Fixing of floor tiles of approved color and shade laid in tile bond over base floor layer including 6mm jointing and grouting with tile grout of matching pigment. Cleaning and curing complete in all respect.

- Imported NIRO/RAK 1' x 2' or equivalent imported quality as approved by the Client.
- Fixing of wooden beading in same color/paint as per tiles on the specific area under work stations where fixing of tile is not possible due to network connectivity cables laid.
- Exact measurements can be taken by visiting the site. However, requirements are as under:
  - Confirmed Requirement: Total sq.ft area is 1,390 (approx).
  - Optional Requirement: Total sq.ft area is 5,000 (approx).

**Note:**

**(1) Bidders are required to submit separate rate for confirmed requirement, optional requirement and total of both i.e.**

Lump Sum Rate for Tile Works of 1390sqft	Rs._____/sqft
Lump Sum Rate for Tile Works of 5000sqft	Rs._____/sqft
Lump Sum Rate Rate for Tile Works of 6390sqft	Rs._____/sqft

**(2) Quoted rates shall be inclusive of all applicable taxes and detail of taxes included shall be mentioned.**

**(3) In case bidder has not given any details regarding taxes then quoted rates in the bid will be considered inclusive of all applicable taxes.**

- To ensure all UPS, Power, Voice, LAN points are fully operational after installation of tiles.
- Removal of existing carpet tiles at floor(s), wooden beading at few areas.

**Note:**

- Site visit is mandatory to understand the work requirement.
- Invoice will be verified and paid based on actual measurement.
- 5% amount will be withheld as Retention Money for three months period.
- No mobilization advance will be paid.
- The contractor shall ensure safety of its staff and will provide necessary PPE to the workers.
- The project should be completed within two weeks max.
- The contractor shall be responsible for removing debris and other wastage from site and dispose off on ground. Removed carpet will be placed at identified space by the client.

### Evaluation Criteria

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

	Percentage
Technical proposal	40
Financial Proposal	60
<b>Total</b>	<b><u>100</u></b>

Sr. No	Technical Evaluation Criteria	Allocated Marks
<b>1</b>	<b>Similar Projects in Last 05 Years (Minimum 05 Projects)</b>	<b>10</b>
	(02) Marks for each Project	02 (each project)
1.1	Completed project of 1,500 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 03 years	<b>5</b>
	If Experience is less than 03 years	3
2.2	Projects with Govt. departments/well reputed companies	<b>5</b>
	(01 Mark for each project)	
<b>3</b>	<b>Technical Competence:</b>	<b>10</b>
3.1	Bidder's staff strength is more than 10:	<b>3</b>
	If bidder's staff strength is less than 10:	2
3.2	Availability of technical staff:	<b>3</b>
3.3	Experience of Personal:	<b>4</b>
	Principle Contractor's experience is more than 05 years	4
	If Principle Contractor's experience is less than 05 years	2
<b>4</b>	<b>legal Entity/Registration with PEC:</b>	<b>5</b>
4.1	Bidder is registered with PEC	5
<b>5</b>	<b>Present Work Load:</b>	<b>5</b>
5.1	Projects are more than 05 in hand	2.5
5.2	If Projects are less than 05	5