



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(iii) / 14-15.**
2. Bids are invited for **“Supply, Installation and Commissioning of Prime Power 6 KVA on load or 6.8 KVA Patrol, Gas or Diesel Generator at CRO Quetta” 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 Prime Power 6 KVA on load or 6.8 KVA Patrol, Gas or Diesel Generator at CRO Quetta**

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

The Securities & Exchange Commission of Pakistan, Islamabad invites quotations for supply, installation and commissioning of prime power 6 KVA on load or 6.8 KVA power capacity stand-by Diesel, petrol/gas Generator of reputable brand like Honda or equivalent including power cable, Sound proof canopy and auto transfer switch **at Company Registration Office Quetta**. Please separately quote the cost of sound proof canopy.

Other specifications should be included but not limited to the following,

- Maximum output power: prime power 6 kW or 6.8 KVA
- Heavy duty wheels and handle for easy mobility
- Built-in maintenance-free battery 18 Amp
- Electric start system with low noise
- 0-50 liter fuel tank
- 4-stroke single-cylinder engine
- Suitable for all weather conditions
- Style: Portable Generators

Operation manual will be provided along with complete specifications, after sale maintenance requirements, change time of lubricant and other oil service etc.

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.

Suppliers are to include warranty/guarantee for at least one year.

After Sale Maintenance Services agreement: Maintenance services would be required on quarterly basis. Firm's expert technician will visit in every quarter for the equipment maintained.

Maintenance would include:

- Routine visit to carry out normal maintenance and checking of electrical circuitry, panels, breakers etc.
- Replacement of consumable spares (if required) such as oil filter, fuel filter, water filter, air filter etc. as specified by Manufacturer's manual and as required. The cost of all consumable spares and material would be to the account of the Client "SECP".

Evaluation Criteria: Evaluation Criteria will be based on technical and financial evaluation,

Technical Marks:	40
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| ▪ Clientage Profile: | 15 |
| ▪ Quoting well reputed Brands: | 5 |
| ▪ Warranty Terms: | 10 |
| ▪ After Sale maintenance services: | 10 |

Financial Marks:	60
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Total Marks:	<u>100</u>
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