



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 02/15-16

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:

“ Renovation of Floor at SRO Karachi “

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 above requirement(s) are available for the interested bidders from the undersigned and can also be downloaded from 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 **November 26th, 2015 at 1100 Hrs** and will be opened on the same day at 1130Hrs.

**Administration Department
Sajjad Ahmed -Deputy Director
SECP CRO office,
State Life building # 2, 4th Floor Wallace Road-Karachi
Tel: 92-21-99213423-4
Email: sajjad.ahmed@secp.gov.pk**

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 02/15-16

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 at SRO Karachi “through SINGLE STAGE ONE ENVELOP METHOD.**

4. The Procurement Agency is:

Securities and Exchange Commission of Pakistan
State Life building # 2, 4th Floor, Wallace Road
Off I.I. Chundrigar Karachi.

5. Clarification if any on the technical requirement may be obtained from:
sajjad.ahmed@secp.gov.pk
6. 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
7. **Pre Bid Meeting:** In order to obtain full understanding of the TORs, a meeting of the interested bidders is scheduled on **November 18, 2015** at 1100Hrs.

Securities and Exchange Commission of Pakistan
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Off I.I. Chundrigar Karachi.

8. 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.
9. 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.
10. Bid Validity period should be 150 days.
11. The amount of the bid and earnest money shall be in Pak Rupees.
12. Bids should be accompanied with 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 06 months in favor of **Securities and Exchange**

Commission of Pakistan, State Life building # 2, 4th Floor, Wallace Road Off I.I. Chundrigar Karachi. Bids not accompanied by Earnest Money will not be entertained.

13. Earnest Money of successful bid will alone be retained and that of the rest will be returned.
14. 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.
15. 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.
16. The language of the bid is English and alternative bids shall not be considered.
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 not be adjustable. Changes or revisions in rates after the opening of the bids 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 related to travelling etc.
20. 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.
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**, State Life building # 2, 4th Floor, Wallace Road Off I.I. Chundrigar Karachi.
26. The envelopes shall bear the following additional identification marks:
Bid for: "Renovation of Floor at SRO Karachi "
Bidder Name: XYZ
Attention: State Life building # 2, 4th Floor, Wallace Road Off I.I. Chundrigar Karachi.
27. **The deadline for the submission of bids is:**
Date: November 26, 2015
Time : 1100 Hrs.

28. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

State Life building # 2, 4th Floor, Wallace Road Off I.I.
Chundrigar Karachi

Date: November 26, 2015

Time : 1130 Hrs

29. A statement **“(Do Not Open Before 1130Hrs on November 26, 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. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
34. 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.
35. 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.
36. 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 (BOQs) | (Annex “C”) |
| 4. Floor Layout Plan | (Annex “D”) |

- **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 (TOR's)
Renovation of Floor at SRO Karachi

- The bidder must have 05 years of work experience of office renovation projects. The 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. 3 million or above.
- List of completed projects and on 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.
- 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 work. 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. Pre-Bid meeting is organized by SECP at its office Karachi, to understand Scope of work requirement is scheduled on 18th November 2015 1100Hrs at SECP CRO Office, Karachi.
- 5% amount of Project value will be retained for 06 months as "Retention Money".
- Documentary proof of last completed projects should be attached with technical profile (attach copy of purchase orders).

Evaluation Criteria

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

	Percentage
Technical proposal	30
Financial Proposal	70
Total	<u>100</u>

Sr. No	Technical Evaluation Criteria	Allocated Marks
1	Similar Projects in Last 05 Years: (Minimum 05 Projects – Documentary Proof like Purchase Order/Work Order copies are required to verify the works Performed).	10
	(02) Marks for each Project as per below,	
1.1	Completed Project of 3,000 sqft. area or above	1
1.2	Completed Project of value of 3 million or above	1
2	Bidder's Experience and Location: (Please provide Copy of Registration certificate for verification).	10
2.1	Bidder's experience above 03 years	5
	If Experience is less than 03 years	2
2.2	Bidder has local office in Karachi	5
3	legal Entity/Registration with PEC: (Please attach copy of PEC valid certificate)	10
3.1	Bidder is registered with PEC.	10
3.2	If Bidder is not registered with PEC.	0

Title:	Bill of Quantities (BOQ)				
BOQ item No.	Description	Qty	Unit	Unit Price	Amount
A-	Civil Works:				
1	Providing & Fixing of Porcelain tile of make NIRO granite /RAK	2,400	Sqft		
2	Providing & Fabricating low height partition of MDF 3" thick and 5 feet high with wooden frame and top along with oak wood cladding and polish as per design	510	Sqft		
3	Providing and applying two coats of matt emulsion paint on walls as per specification	1,650	Sqft		
4	Relocation of existing Aluminium partition and door	1	Job		
B-	Electrical & IT Works:				
1	Provision for two power & one UPS points alongwith wiring of 7/29mm wire of Newage and sockets of clipsal, complete in all respect.	23	Nos.		
2	Provision for new Voice & DATA points alongwith wiring of CAT 6 Clipsal cable and face plate alongwith I/Os RJ 45 of clipsal, complete in all respect.	23	Nos.		
3	Relocation of existng Acs along with installation of new and existing copper pipe, drain pipe and Control wiring.	5	Nos.		
C	Furniture Works:				
1	Providing and fixing of workstations with fixed drawer pedestal L/R Partition size 5' x 5' complete in all respects of make TORCH	16	Nos.		
2	Providing and fixing Officer desk of size (5'x32") with side return of size(4'x18") and mobile pedestal of make TORCH	4	Nos.		
3	Providing and fixing Executive desk of size (6'x36") with side return of size(4'x18") and mobile pedestal of make TORCH	1	Sqft		
4	Providing and fixing meeting room table of size (8'x42") along with one technology box of make TORCH	1	Nos.		
5	Providing medium back revolving Chairs without head rest as per approval by the Client of make TORCH	12	Nos.		
	Total Cost:				

Floor Layout Plan

