



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 05/15-16

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 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.

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 **August 10, 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 # 05 / 15-16.**
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
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 120 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. Clarification if any may be obtained from: Wafid.zaheer@secp.gov.pk
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**. Bids not accompanied by Earnest Money will not be entertained.
12. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the Earnest Money will be forfeited in favor of the SECP,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.
13. Bidder's valid registration with income tax/Sales tax along with copy of certificates should be provided with bid.
14. 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.
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 will not be considered.
17. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
19. 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.
20. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost
21. 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.
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 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: August 10, 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: August 10, 2015

Time : 1530 Hrs

26. A statement **"(Do Not Open Before 1530Hrs on August 10, 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**

- | | |
|-------------------------------|------------------|
| 1. Terms of Reference | Annex "A" |
| 2. Evaluation Criteria | Annex "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"**

- Removal and reinstallation of work stations including UPS, Power, Data, and Voice points from the Partitions/work stations from the floor(s). Installation of tiles with proper care and re-connection of all points as per already designed and route given by the client.
- Fixing of floor tiles of approved color and shade laid in tile bond over base floor layer (chipping of existing floor required) 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.
- Total sq.ft area is 5,000 (approx.). Exact measurements can be taken by visiting the site.
- To ensure all UPS, Power, Voice, LAN points are fully operational (Fluke test will be conducted by IT department) after re-installation.
- Removal of existing carpet tiles at floor, wooden skirting at few areas.
- The contractor shall be responsible for removing carpet, debris and other wastage from site and dispose off at identified space by the Client.

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 P.P.E to the workers.

Tiles Requirements:

- Exact measurements can be taken by visiting the site. However, requirements are as under:
 - Confirmed Requirement: Total sq.ft area is 5,000 (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 5,000sqft (confirmed)	Rs._____/sqft
Lump Sum Rate for Tile Works of 5,000sqft (optional)	Rs._____/sqft
Lump Sum Rate for Tile Works of 10,000sqft	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.

(4) Bid money of the total quoted cost against confirmed requirement may only be submitted.

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
Total	<u>100</u>

Sr. No	Technical Evaluation Criteria	Allocated Marks
1	Similar Projects in Last 05 Years (Minimum 05 Projects)	10
	(02) Marks for each Project	02 (each project)
1.1	Completed project of 5,000 sqft. area or above	01
1.2	Completed project of value of 2.5 million or above	01
2	Reputation of the Bidder:	10
2.1	Bidder's experience above 05 years	5
	If Bidder's experience is less than 05 years	3
2.2	Projects with Govt. departments/well reputed companies	5
	(01 Mark for each project)	
3	Technical Competence:	10
3.1	Bidder's staff strength is more than 10:	3
	If Bidder's staff strength is less than 10:	2
3.2	Availability of technical staff:	3
3.3	Experience of Personal:	4
	Principle Contractor's experience is more than 05 years	4
	If Principle Contractor's experience is less than 05 years	2
4	legal Entity/Registration with PEC:	5
4.1	Bidder's is registered with PEC	5
5	Present Work Load:	5
5.1	If Projects are 05 or more than 05 in hand	2.5
5.2	If Projects are less than 05	5