



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 03/15-16

Invitation to Bid Disposal Of Used Assets

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 and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of assets which include

- **Office Furniture and Fixtures**
- **Office Equipment.**
- **Split Air conditioners**

Bidding documents containing detailed terms and conditions, procedure for submission of bids, bid validity, opening of bid, etc. are available for the interested bidders from the undersigned and can also be downloaded from www.secp.gov.pk/procurement.asp free of cost. To view the assets for disposal, interested parties may visit regional offices (addresses in the bidding documents), from **1000Hrs to 1600 Hrs on any working day.**

The assets are offered for disposal on “**AS IS WHERE IS**” basis.

The bids prepared in accordance with the instructions in the bidding documents, must reach each respective offices (as per bidding document) through courier or by hand, by 1100Hrs, on December 30, 2015 and will be opened on the same day at 1130Hrs.

Arshad Kamal –Joint Director (Admin)
4th Floor, NIC Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 160
Email: arshad.kamal@secp.gov.pk

Terms and Conditions for Bids and Bidders

1. **“Invitation to Bids” Identification Number: # 3 / 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 and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of assets which include
 - a. Office Furniture and Fixtures
 - b. Office Equipment.
 - c. Split Air conditioners
4. Bids are invited for **“Disposal of Assets”**.
5. **The Asset Disposing Agency is “The Securities and Exchange Commission of Pakistan”.**
6. Bid Validity period should be 120 days.
7. The amount of the bid shall be in Pak Rupees.
8. If the bid(s) is withdrawn after opening and before the completion of disposal process i.e. identification of successful bidders, then such bid(s) will be cancelled.
9. The Commission does not pledge to accept the highest bid and reserves the right of disposing full or part assets offered and bidders should buy the same at the rates quoted by them.
10. 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 tender.
11. Interested parties may visit to view the assets for disposal at SECP CRO office (Annex “A”) from **1000Hrs to 1600 Hrs on any working day. (Monday – Friday)**
12. The language of the bid is English and alternative bids may not be considered.
13. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
14. 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.
15. 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.
16. 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.
17. 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.
18. Bid shall comprise a single package containing one envelope and submitted on prescribed format. (Annex C or D).
19. Each envelope shall bear the following identification marks **in bold and legible letters:**

**Bid for
Name of Interested Party**

: Disposal of Assets

: _____

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

Date: December 30, 2015

Time : 1100 Hrs.

21. **The bid opening shall take place on:**

Date: December 30, 2015

Time : 1130 Hrs

22. A statement “**Do Not Open Before 1130Hrs on December 30, 2015**” shall be clearly mentioned on the top of the sealed bid.
23. Bids received after the due date and time will not be entertained.
24. Successful bidder will have to deposit the quoted price within three working days of the date of firm written offer by the Commission, otherwise Commission will have the right to declare the next highest bidder as successful bidder.
25. On receipt of full payment from successful bidder, successful bidder will be required to get the bought assets shifted (on his/her own) within 07 working days, otherwise, Commission will not take any responsibility of the sold assets.
26. The Commission reserves the right to **accept or reject any or all offers without assigning any reason.**
27. 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.

Note:

- **Attachment Details are as under**

- | | |
|---|-----------|
| 1. List of Assets | Annex “A” |
| 2. Bid Addressee, Bid Destination and Bid Opening Schedule | Annex “B” |
| 3. Bid Submission Form for one asset | Annex “C” |
| 4. Bid Submission Form for more than one asset/lump sum offer | Annex “D” |

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

List of Assets with Respect to Location and Contact Details**A. List of Assets in CRO office Karachi**

S. No.	Items	QTY	Location/Contact
1	Air Conditioners	15	Mr. Sidney Custodio Pereira Joint Registrar Securities & Exchange Commission of Pakistan Company Registration Office State Life Building-2, 4th Floor North Wing, Wallace Road, Karachi Tel: +92-21-99213272
2	Photocopier machines	3	
3	Microwave	1	
4	Chairs Office	8	
5	Wooden Chair/Visitor Chair	4	
6	Table	4	
7	Rack Wooden	8	
8	LCD TV	2	

B. List of Assets in Head office Islamabad

S. No.	Items	QTY	Location/Contact
1	Wooden scrap includes broken wooden pieces and partition	1	Mr. Shaukat Hussain Additional Registrar Securities & Exchange Commission of Pakistan Company Registration Office State Life Building No. 7 Blue Area, Islamabad Tel: +92-051-9208740

Bid Addressee, Bid Destination and Bid Opening Schedule

Sr. No.	Office Location of Asset Disposal	Addressee and Place of Bid Destination	Deadline for Bid Submission Time (Dec 30, 2015)	Bid Opening Time (Dec 30, 2015)
1.	CRO Islamabad	Mr. Arshad Kamal Joint Director Securities and Exchange Commission of Pakistan National Insurance Corporation Building, Jinnah Avenue, Blue Area, Islamabad-44000, Pakistan. Tel: 9207091-4 Ext 160	1100 Hrs	1130 Hrs
2.	SRO Karachi	Mr. Sidney Custodio Pereira Joint Registrar Securities and Exchange Commission of Pakistan Company Registration Office State Life Building-2, 4th Floor North Wing, Wallace Road, Karachi. Tel: +92-21-99213272	1100 Hrs	1130 Hrs

Bid Submission Form For One Asset

1. **Bid for Asset in Location** _____

2. **Bid for Asset** _____

Note: In case of bidding for more than one assets then submit your offer prices on Annex “D”

3. **Name of Interested Party** : _____

4. **CNIC#** : _____

(Please attach Copy of CNIC)

5. **NTN#** : _____

(Please attach Copy of NTN Certificate)

6. **Offered Price** : **Rs.**_____

(In words) _____

7. **Contact Number** : _____

8. **Postal Address** : _____

9. **Email Address** : _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name : _____

Signature : _____

Date : _____

Bid Submission Form for More than one asset / lump sum offer

1. **Bid for Asset in Location** _____
2. **Name of Interested Party** : _____
3. **CNIC#** : _____
(Please attach Copy of CNIC)
4. **NTN#** : _____
(Please attach Copy of NTN Certificate)
5. **Contact Number** : _____
6. **Postal Address** : _____
7. **Email Address** : _____

Bid price w.r.t assets for which bid is submitted for

S. No.	Name of Asset	S. No. of respective list	QTY	Offered Price (Rs.)
1				
2				
.				
.				
	Total Offered Price			

Note: Interested party may submit a lump sum offer of all the assets on following format

S. No.	Items	Offered Price (Rs.)
1	Total Offered Price of all assets	

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name : _____

Signature : _____

Date : _____