



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 19/14-15

Invitation to Bid

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

Renovation of Islamabad Office located at SLIC Building No.07

Terms and conditions with detailed Terms of Reference may be obtained by visiting our website: www.secp.gov.pk/procurement.asp.

Sealed bids along with 2% earnest money of the total quoted cost, must reach the undersigned through courier or may be dropped in the tender box on below mentioned address. Bids must be received before 1500Hrs on June 15, 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 # 19/14-15**

2. Bids are invited for **“Renovation of Islamabad Office located at SLIC Building No.07”** 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. 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
5. 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.
6. 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.
7. Bid Validity period should be 150 days.
8. The amount of the bid and earnest money shall be in Pak Rupees.
9. 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, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**. Bids not accompanied by Earnest Money will not be entertained.
10. Earnest Money of successful bid will alone be retained and that of the rest will be returned.
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 Commission.
12. 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.
13. The language of the bid is English and alternative bids shall not be considered.

14. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
15. 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.
16. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
17. 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.
18. Bidder can quote against any single requirement of the Terms of Reference (TORs)
19. Bidder must submit an affidavit with the bid that the bidder is not black listed by any organization.
20. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner be submitted in the bid.
21. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
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. Bidders may be required to make a presentation of their technical proposal, if required.
24. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
25. The envelopes shall bear the following additional identification marks:

Bid for: **"Renovation of Islamabad Office located at SLIC Building No.07"**

Bidder Name: XYZ

Attention: 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,

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

Date: June 15, 2015

Time : 1500 Hrs.

27. **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 15, 2015

Time : 1530 Hrs

28. A statement **“(Do Not Open Before 1530Hrs on June 15, 2015)”** shall be clearly mentioned on the top of the sealed bid.
29. Bids received after the due date and time will not be entertained.
30. 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.
31. 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 and Specifications (BOQs)	(Annex “C”) Separate Document
- **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 (TORs)

“Renovation of Islamabad Office located at SLIC Building No.07”

- The company must have at least 03 years of experience of renovation projects for corporate offices. The firm 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 firm 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 firms must visit construction site before submitting their bids.
- Firms/vendors 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.

Evaluation Criteria:

- Firms 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>

Detailed evaluation criteria is attached as below,

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 3,000 sqft. area or above	01
1.2	Completed project of value of 4 million or above	01
2	Reputation of the Firm:	10
2.1	Firm's experience above 05 years	5
	If 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	Firm's staff strength is more than 10:	3
	If firm'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	3
	If Principle Contractor's experience is less than 05 years	1.5
4	legal Entity/Registration with PEC:	5
4.1	Firm is registered with PEC	5
5	Present Work Load:	5
5.1	Project are more than 05 in hand	5
5.2	If Projects are less than 05	2.5