



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 04/13-14

Invitation to Pre-Qualification

The Securities and Exchange Commission of Pakistan invites applications from well reputed firms/vendors registered with sales tax department and having national tax number (NTN) based in Pakistan for

“SUPPLY AND INSTALLTION OF VEHICLE TYRES WITH TRADE IN OF OLD TYRES FOR THE YEAR 2013-14”

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

The sealed applications must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The tenders must be received before 1100Hrs, on **September 10, 2013**.

M. Ubaidullah Khalid – Asst. Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 302

Terms and Conditions for Applications and Applicants

1. **Pre-Qualification (Tender) Identification Number: 04 / 13-14.**
2. Applications are invited for **“SUPPLY AND INSTALLTION OF VEHICLE TYRES WITH TRADE IN OF OLD TYRES FOR THE YEAR 2013-14”**.

3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan

4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

4. The Commission intends to purchase and install tubeless tyres in its vehicles with trade in of old tyres, on need basis. The 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. Following Evaluation Criteria will be used to evaluate the applications:

- | | |
|------|---|
| i. | Authorized Dealer/Partner/Distributor |
| ii. | Capabilities in terms of manpower and equipment |
| iii. | Quality of Service Provided to existing clients |
| iv. | Market Reputation |
| v. | Experience of the Supplier |
| vi. | Availability of tyres at required cities |

Marks

20
20
10
20
20
10

Total Marks

100

Note: Supplier securing 65 marks will be prequalified.

6. The Commission reserves the right of accepting full or part supplies offered and applicants should supply the same at the rates finalized between the supplier and the Commission after pre-qualification.
7. It is of utmost importance that applications should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the application will be ignored.
8. The language of the application is English and alternative applications shall not be considered.
9. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, 63 NICL Building, Jinnah Avenue, Blue Area, Islamabad.
10. Amendments or alterations/cutting etc., in the applications must be attested in full by the person who has signed the application
11. Applicants shall correspond to 100% of the requirements specified and warranty shall be explicitly mentioned.
12. Interested firms should 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 years and proof of company as legal entity.

13. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the application.
14. Copy of authorized agency / partnership / dealership / distributorship certificate from their Principals is to be submitted with the tender.
15. List of Clients (foreign/local), office location, company profit, previous experiences with the firm(s) should be provided.
16. Applicants do not have the option of submitting their applications electronically. Telegraphic and conditional applications will not be accepted. Unsealed applications will not be entertained / received.
17. The right to accept, reject or cancel any application without assigning any reason is hereby reserved. The decision of the Commission would be final and binding on all matters relating to this tender.
18. Application Validity period should be 150 days.
19. Preference will be given to the firms/dealers/suppliers, who are able to supply items at Head Office in Islamabad and all other offices in Pakistan, already working with Government, Semi Government, multinational organizations and well reputed organizations.
20. Tyres shall be supplied and installed strictly in accordance with approved certificates i.e. quality, brand and measurement etc. If the successful supplier fails to maintain the specification (Quality / Quantity) of the tyres during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
21. Order for supply of tyres shall be placed as per need / requirement(s) which may vary from time to time.
22. Maximum supply time of ordered items will be five days after the receipt of purchase order.
23. Shortlisted suppliers will be required to provide samples of all required tyres, failing which application may be cancelled.
24. Successful applicants will be required to furnish a pay order/ bank draft of Rs.100,000 as security deposit and refunded on expiry of the contract only.
25. Successful applicants would sign a contract for supply of selected tyres for complete year i.e. FY 2013-14, with the Commission.
26. Agreement signed between the Commission and pre-qualified supplier may be extended for another year or any time period mutually agreed by both parties.
27. After signing of contract Pre-Qualified suppliers will submit rates of tyre in response to Request for Quotation (RFQ) from the Commission.

28. Received rates for tyres may be revised on quarterly basis (if required), keeping in view the market situation at that time. However, only Commission will have the power to approve revised rate, and if revision in rate is not approved by the Commission then selected firm/contractor will have to supply the items at rates agreed initially and if, selected firm fails to provide any ordered tyre(S) then that tyre(s) will be purchased from second source/open market and difference of cost will be September 10, 2013 charged to the selected firm/supplier/contractor.

29. The envelopes shall bear the following additional identification marks:

Application for: **“SUPPLY AND INSTALLTION OF VEHICLE TYRES WITH
TRADE IN OF OLD TYRES FOR THE YEAR 2013-14”**

Firm Name: XYZ Firm

Attention: Assistant Director Admin, 4th Floor, NICL Building, 63 Jinnah
Avenue, Blue Area, Islamabad

30. **The deadline for the submission of applications is:**

Date: **September 10, 2013**

Time: 1100 Hrs.

31. Applications received after the due date and time may not be entertained.

Note:

- **Attachment Details are as under**

1. List of Tyres with Specifications

Annex “A”

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

TYRE SPECIFICATION OF NEW TYRES

Tyre sizes of tyres normally required for SECP vehicles are as under:

SR#	TYRE SIZE	MAKE
1	165-70-R12	Suzuki Mehran & Carry
2	175-70-R13	Suzuki Cultus (Old & new)
3	195-65-R15	Honda City (New Model)
4	185-70-R13	Honda City (Old Model)
5	195-65-R15	Toyota Corolla (New Model)
6	185-65-R14	Toyota Corolla (Old Model)
7	195-65-R15 205-60-R15	Honda Civic (New & old Model)
8	Any other Tyre size required	For any kind of vehicle