

TERMS & CONDITIONS FOR DEVELOPMENT OF Admin & Finance Hall (19 ½ x 22 1/2 feet approx.) AT 4th FLOOR CRO LAHORE

1. The interested bidders should submit a single package containing three separate sealed envelopes. One envelope should contain the “Technical Proposal” and second envelope should contain the “financial proposal” and third envelope should contain “earnest Money”. The Envelopes should be clearly marked “**Technical Proposal**” and “**Financial Proposal**” and “**Earnest Money**”.
2. At the top left corner of the sealed package it should be clearly stated “**SECP Tender for Hiring of contractor for development of working hall**”.
3. Tender should be accompanied with earnest money (refundable) for an amount of 5% of the total quoted price (Inclusive of GST if applicable) in the form of a pay order, demand draft or an unconditional guarantee from a reputable financial institution valid for not less than 06 months in favor of Securities and Exchange Commission of Pakistan. Earnest money deposited by unsuccessful bidders shall be refunded within 30-days.
4. Tender without earnest money will not be entertained and will be rejected straightway.
5. All offers should be valid for 120 (one hundred and twenty) calendar days from the date of opening of tenders.
6. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
7. Firm’s valid registration with income tax/sales department along with copy of certificates should be provided with tender.
8. Completion time must be provided. Time of completion for the project will start from issuance date of work order. Work must be completed very quickly as no alternate facilities are available for Working Hall. Work will be

done round the clock and all fittings & materials to be used shall be purchased in advance.

9. The selected vendor will start work within one week of work order and also provide a work schedule clearly mentioning start and completion dates.
10. Contractor will ensure that there is dust proofing and plastic sheeting is installed to cover work areas. No materials will be placed in the area outside Working Hall.
11. Details of all products should be accompanied with the brochures and specifications mentioning, make, model, and, country of origin (in case of an imported product) etc.
12. Contractor must make arrangements for disposal of trash generated during construction and timely removal.
13. The Commission reserves the right to accept or reject any or all tenders.
14. Work place environment shall be restored to original condition on completion of work and no trash will be left around the premises of the CRO Building Lahore.
15. Successful vendors should obtain approval of fixtures, fittings, tiles, carpet and color schemes from project coordinator/on site SECP representative.
16. 100% Payment will be made upon completion of the whole Project.
17. A comprehensive completion report will be required with completion certificate from user department.

Terms of Reference (TOR's)

Hiring of contractor for development of working hall (19 ½ x 22 ½ feet approx.) for Admin Department at 4th floor of CRO Lahore

Please note,

- To obtain a better understanding of the project, contractors are advised to visit site (SECP Associated House, 3rd & 4th Floor, Edgerton Road Lahore).
- Also refer to suggested materials and works for Development of Working Hall.

**SUGGESTED MATERIALS, WORKS & QUANTITIES & A SKETCH OF WORKING HALL
SEE BELOW: SUGGESTED MATERIALS, WORKS & QUANTITIES
FOR DEVELOPMENT OF WORKING HALL**

S. NO.	DESCRIPTION (Interior)	UNIT	QUANTITY	RATE	AMOUNT
A	Interior Works				
1	Dismantling & removal of debris	Job	1		-
2	Providing & installation of False ceiling Mineral Fiber tiles. (AMF Germany) Tile size 2x2 laid on exposed metal Aluminum T-angel frame thickness 15 mm special reveal edge with suspension system, complete in all respect .	Sft.	400		-
3	Provision & Installation of Wall to wall Carpet Flooring synthetic/woolen Olympia	Sft.	400		-
4	Provision & Installation of Down lighter without glass 6" Dia with energy savers Philips 23W	Nos.	12		-
5	Paint & Polish Work providing and fixing/applying of (ICI or Equivalent) plastic emulsion matt enamel paint on wall.	Job	1		-
6	Provision & fixing of Full Height Wooden Partition made with imported MDF without fumes and partial wood frame 1 1/2" x 2 1/2".	Sft.	400		-
7	Provision & fixing of 7' Height Wooden Partition including door made with imported MDF without fumes and partial wood frame 1 1/2" x 2 1/2" install in position 1/2 thick wooden stud partition solignum treated 1/2 thick MDF on both sides .	Sft.	230		-

8	Provision and laying Electrical Wiring including switch plates with back box	Job	1		-
9	Provision and laying of Data and Voice wiring as per layout	Nos.	5		-
10	Provision and laying Technology Box including faceplate IOs and power sockets, wherever required as per seating layout attached design complete in all respect	Nos.	5		-
11	Provision & installation of Admin office main 12mm Glass Door with floor machine, hinge, patch panel, handle 3' long etc. complete in all respect.	Nos.	1		-
12	Provision and Installation of AC Units (1.5 ton Gree or equivalent) with outer stand including drain, copper pipe & power supply, complete in all respect.	Nos.	2		-
13	Provision and installation of Window blind vertical Fabric: Washable, UV Resistant, Moisture Resistant, Polyester made. Mechanism: Double Gear Drive, Mechanism –Complete system.	Sft.	90		-
B	Furniture				
1	Supply and Installation of Director Office Table made with laminated particle board. Executive desk size l & 180 CM, Executive side return, Executive mobile pedestal,	Nos.	1		-
2	Supply of Star Desk with drawer padestal made with laminated partical board including hardware complete in all respect	Nos.	1		-
3	Supply of Executive high back revolving chairs (Master-Aura)	Nos.	5		-
4	Supply & installation of fixed base Visitor's Chair (Master)	Nos.	6		-
Total Cost of Work A+B					-