



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

T# 22/13-14

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites bids from registered Hospitals/Laboratories with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for following services:

Medical Checkup of SECP Employees

SECP offices are located at Islamabad/Karachi/Lahore/Peshawar/Quetta/Multan/Faisalabad and Sukkur.

The relevant details plus terms and conditions may be obtained in person or through the SECP website: www.secp.gov.pk/Procurement.asp

The interested medical laboratories are required to be of international standard, equipped with latest lab tests machinery/technology and highly trained technical staff. The interested lab must have facility to conduct medial lab tests at all the premises mentioned above.

Sealed bid with 5% earnest of the total quoted cost for required services, must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The bids must be received on June 18, 2014, by 1500 Hrs and will be opened on the same day at 1530 Hrs.

M. Ubaidullah Khalid – Assistant 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 # 22 / 13-14.**
2. **Bids are invited for “Medical Checkup of SECP Employees ” through SINGLE STAGE ONE ENVELOP METHOD, for three years.**
3. The Securities and Exchange Commission of Pakistan invites bids from registered Hospitals/Laboratories with Government of Pakistan, having Sales Tax No. and NTN No. (if applicable) for following services:
 - a. Annual Medical Checkup of SECP Employees
 - b. Medical check-up of newly recruited employees

SECP offices are located at Islamabad/Karachi/Lahore/Peshawar/Quetta/Multan/Faisalabad and Sukkur.

4. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

5. 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
6. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP’s decision will be final and binding in all matters relating to this tender.
7. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
8. SECP reserves the right to relax any condition depending on its requirement, however, its impact will be on all the bids received.
9. The bid validity period shall be 150 days.
10. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not

less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** The tenders not accompanied by earnest money or with less amount of earnest money will not be entertained.

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 SECP, Islamabad.
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 shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
16. 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.
17. Discounts (if any) offered by the bidder shall be part of the bid.
18. The interested Hospitals/Laboratories must 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 year.
19. The proof of firm/company's existence as a legal entity and an affidavit that the Hospitals/Laboratories is not blacklisted by any organization must be presented with the bid.
20. Services provided must be paid in respect of all applied duties and taxes.
21. The strength of employees may increase/decrease according to SECP requirement.
22. The 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.
23. Sealed tenders may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
24. Clarification if any on the technical requirement may be obtained from:
 - ubaidullah.khalid@secp.gov.pk

25. The earnest money of successful tenders will be retained and that of other bidders will be ;returned.

26. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

Bid for: **Medical Checkup of SECP Employees**

Firm Name: XYZ Firm

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

28. The deadline for the submission of bids is:

Date: June 18, 2014

Time: 1500 Hrs

29. 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 18, 2014

Time: 1530 Hrs

30. A statement “**Not to be opened before 1530 Hrs on June 18, 2014**” shall be clearly mentioned on the top of the sealed bid.

31. The bids received after the due date and time will not be entertained.

32. Rates quoted should be valid for three years.

33. The interested labs must have the facility to conduct mentioned laboratory tests at Islamabad/Karachi/Lahore/Peshawar/Quetta/Faisalabad/Multan and Sukker.

34. Rates for each laboratory test with respect to city wise office location should be provided.

35. Payment to the firm will be subject to the deduction of income tax & sales tax at the rate prescribed by the Government from time to time. A certificate for the tax amount deducted will be provided to the supplier.
36. The applicant shall be bond to complete the task on mutually agreed dates and time at each station.
37. Two attested sets of laboratory tests with reports shall be provided by the laboratory along with the bill/invoice.
38. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly.
39. Hospitals / Laboratories participating in the bidding process may be required to make a presentation on their organization profile, experience and methodology to the procurement committee.
40. Successful Hospitals/Laboratories will have to sign a legal agreement with the Commission initially for the period of two years and extendable to any period mutually agreed. All the services shall be in accordance with the agreement signed between the parties' i.e., SECP and the Hospital/Laboratory. Sample agreement is attached herewith as **Annex "B"**

Note: Attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.

Note:

- **The attachment details are as under**

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|---|--------------------------|
| 1. Terms of Reference | Annex "A" |
| 2. Sample agreement is attached herewith as | Annex "B" (Separate Doc) |
| 3. Evaluation criteria | Annex "C" |

- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference - Medical Checkup of SECP Employees

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 Commission is desirous to have services of Hospitals, Laboratories etc. on its panel to assist the Commission in conducting Annual Medical Checkup of its employees. The Commission Head Office is at Islamabad, whereas, the registration offices are at Islamabad, Lahore, Peshawar, Multan, Faisalabad, Sukkur, Karachi and Quetta.

The purpose of selecting the panel of hospitals/laboratories is to ensure health of its employees. Interested Hospitals are invited to furnish information for providing the subject services to the Commission.

Hospitals and Laboratories shall also represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the Commission. However, despite having selected Hospital/Laboratory for providing required services for **Medical Checkup of SECP Employees**, it will not bar the SECP from using the sources other than the selected hospitals/laboratories.

The Hospitals/Laboratories shall provide their profiles reflecting following information:

A. General Information:

- 1) Name of the organization with addresses, phone & fax numbers, details of head office location, main branch offices in the country, on their letter head.
- 2) Legal status i.e. partnership/ public or private limited company/ consortium with the name and addresses of proprietor/ partner(s)/ director(s).
- 3) Affiliation with International agency/ institution (if any).
- 4) Audited financial statements for the last three years.
- 5) Sales tax Registration & National Tax Number and copies of certificates. (If applicable)
- 6) Information regarding major acclaimed previous/ current client with proof about quality of satisfactory services provided
- 7) History of litigations (if any)

- 8) Any Additional information that will support in justifying the Hospital/Labratory meeting the set criteria(if any)

B. Specific Information (for evaluation of expressions of interest)

- 1) Past relevant experience of providing **Services for Annual Medical Checkup of SECP Employees** services to:
- large, reputable and professional organization of similar nature including autonomous bodies, public sector, financial institutions, corporate sector etc.,
 - Clients added in the list within last 03 years
 - Clients removed from the clint list within last 5 years.
- 2) Name and brief detail of the specialized equipment related to medical tests required by SECP, in hand and in use of the hospital / laboratory.
- 3) CVs/Resumes of qualified professional.
- 4) Financial Standing supported by a reference letter from the bank.
- 5) Rates to be charged against each test.

C. Detail of Medical Test: The Annual Medical Check-up shall include but not limited to following tests given in table below:

MEDICAL TESTS (ABOVE-40)	MEDICAL TESTS (BELOW-40)
Particulars	Particulars
Blood CP + ESR	Peripheral Film/ESR
Urine RE	Urine RE
RFT (Urea, Creatinine + Uric Acid)	Serum Creatnine
LFT	Uric Acid
Lipid Profile	Vitamin –D-3
PSA (for Males)	Blood Sugar
Ultra Sound (Abdomen Pelvis) (for Female)	Cholesterol/STG
Blood Glucose	S. ALT
Vitamin-D-3	-
ECHO Cardiograph	-

and for new potential employees, the following Lab tests and physical examination (as and when required basis) shall be required:

For Below 40	For Above 40
Test	Test
Blood CP/ESR	Blood CP/ESR
Urine RE	Urine RE
BSF	BSF
Serum Creatinine	RFT
Chest X Ray	CXR P/A View
Uric acid	Hepatitis B & C by Elisa/Architect
Chest X Ray P/A view	ECG
Hepatitis B & C by Elisa/Architect	Uric Acid
S. Alt	Lipid Profile

1. Total number of employees is 568 as per detail given below:

FM ↓ 40	FM ↑40	M ↓ 40	M ↑ 40	Total
50	17	196	303	568

Evaluation Criteria

Annex “C”

S. No.	Evaluation Grounds	Marks
Technical Evaluation (Percentage = 80%)		
a	Experience in the field, in number of year, since inception of business operations. (1 Mark per Year, Max marks for 10 years plus experience)	10
b	Relevant experience in conducting medical tests for organizations/firms	5
c	ISO Certifications (Max. marks for ISO Certifications)	5
d	Business Volume (Max. marks for max. business volume/ rest on pro-rata basis)	5
e	No. of clients. Clientele of the firm (1 mark for each of the UN agencies, Embassies, International NGOs, Government Autonomous Bodies, Financial Institutions/ banks subject to maximum of 2 marks for each of the mentioned categories)	10
f	Geographical Coverage (2 marks each for Offices/Services at Karachi, Lahore, Islamabad and 1 mark each for office at Faisalabad, Multan, Peshawar, Quetta and Sukkur)	11
g	Credit period provided (<u>Credit period</u> - Max marks 4 for 1 month credit period and rest pro-rata, Minimum credit period shall not be less than 15 days.	4
h	Provision of 24/7/365 days services 5 Marks – Sampling 24 Hrs, 5 Marks – 12 Hrs availability of Consultants (Radiologist, Cardiologist, Pathologist, Sinologist)	10
i	Other related services (5 Marks – for Specialized test facility e.g. Hormones, PCR, CT Scan, MRI,ETI)	5
j	Staff Strength (Max. marks for max. strength/ rest on pro-rata basis)	15
k	Quality of Lab Equipment	15
l	Surprise Visit at Lab	10
Total		105
Financial Evaluation (Percentage=20%)		20
Grand Total		125
- Formulae to Calculate 80% Technical Marks = (Marks Secured/Total Marks) x 80		
- Formulae to Calculate 20% Financial Marks = (Lowest Bid Amount / Next highest Bid amount total) x 20		