



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 15/13-14

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed tenders from well reputed and financially sound firms/contractors for

“INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR TILES ON ONE FLOOR IN SECP HEAD OFFICE BUILDING, ISLAMABAD”

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

The sealed bids with 2% earnest money of the total quoted amount, 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 1500Hrs, on **May 22, 2014** 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 # 15 / 13-14.

2. Bids are invited for **"INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR TILES ON ONE Floor IN SECP HEAD OFFICE BUILDING, ISLAMABAD"**, through **SINGLE STAGE ONE ENVELOP METHOD.**

3. Bid shall comprise a single package containing financial and the technical Bid.

4. **The Procurement Agency is:**

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

5. Interested firms must visit site for renovation before submitting their bids for the specific area as required. 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

6. 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.

7. Bid Validity period should be 150 days.

8. Successful bidder would sign a contract with the Commission.

9. The amount of the bid and earnest money shall be in Pak Rupees.

10. 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**. Bids not accompanied by Earnest Money or with less amount of Earnest Money may not be entertained.

11. Earnest Money of successful tenders will alone be retained and that of the rest will be returned. Earnest money of the supplier / suppliers / firms with whom contract is concluded will be returned on submission of Performance Guarantee stipulated in the contract.

12. If the tender 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.

13. Firm's valid registration with income tax/Sales tax along with copy of certificates should be provided with bid.

14. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered and bidders should supply the same at the rates

quoted by them.

15. 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.
16. The language of the bid is English and alternative bids may not be considered.
17. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
19. 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.
20. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
21. 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.
22. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
23. Copy of authorized agency / partnership / dealership certificate from their Principals is to be submitted with the tender. (if applicable)
24. 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.
25. The envelopes shall bear the following additional identification marks:

Bid for: **“INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR
TILES ON ONE Floor IN SECP HEAD OFFICE BUILDING,
ISLAMABAD”**

Firm Name: XYZ Firm

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

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

Date: May 22, 2014

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: May 22, 2014

Time : 1530 Hrs

28. A statement **“(Do Not Open Before 1530Hrs on May 22, 2014)”** 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. The Commission reserves the right to amend/change/revise the TORs of Tender 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. Floor Plan for Tiling	Annex “C”	Separate document
4. Sample Agreement Form	Annex “D”	Separate Document

- Attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.
- If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

TERMS OF REFERENCE (TOR's)

**"INSTALLATION AND FIXING OF LOCAL/IMPORTED FLOOR TILES ON ONE Floor IN SECP
HEAD OFFICE BUILDING, ISLAMABAD"**

1. The company must have at least experience in renovation projects for corporate offices. The firm should have relevant experience of office renovation works of at least three different projects measuring 5,000 sq.ft. or greater. Documentary evidence, including Job Completion Certificates from the respective clients should also be provided.
2. SECP reserves the right to visit any project duly completed by the firm, mentioned by the firm in its documents. In case of failure to show the projects to the client, the firm stands disqualified for technical prequalification.
3. Time of completion for the project will start from issuance date of the work order and must be completed within two weeks period.
4. Work space is operational office and vendor will be given selected spaces in phases for work. Client will provide full support to make available space for work.
5. Work will be performed after office hours at 5 PM to ensure less interference during the office work hours.
6. Substandard work if any, Commission has the right to deduct the cost from amounts due to contractor.
7. Contractor will make sure to proper packing and shifting of the carpet which will be removed from the floor and will be stored at the place assigned by the Commission.
8. Work place environment shall be restored to original position on completion of the work on daily basis and at the end of the project and no trash will be left around the premise of Commission building.
9. Particulars of registration with Pakistan Engineering Council or Pakistan Council of Architect and Town Planner.
10. List of completed projects and "in hand" during the last 3 years having worth of Rs. 1,000,000 will be provided by the contractor.
11. Detail of litigation and arbitration cases if any, in which the firm has been involved during any work.
12. Rates quoted shall remain fixed for the whole project cycle.
13. SECP shall disqualify a firm/consultant if it finds at any time that the information submitted by the firm or consultant concerning its qualification was false and materially inaccurate.

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15. Time of completion for the project will start from the issuance date of purchase order.
16. Defects/liability period will be six months from the effective date of taking over certificate.

Evaluation Criteria

Evaluation Criteria will be as under:

a. Technical Evaluation	40%
b. Financial Evaluation	60%
Total	100%

Technical evaluation aspects:

Reputation of the firm	5
Experience with similar projects (area more than 5,000 sq. Feet) completed in the last three years	10
Technical Competence	5
Past Performance	5
Present workload	5
Present details of major projects in hand	5
Registration with PEC/PCATP (field of specialization code)	5