



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 13/13-14**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers / service providers based in Pakistan and registered with sales tax department, having national tax number (NTN) for following:

<b>S. No.</b>	<b>Type of Services</b>	<b>Identification No.</b>
a)	Hiring of Security Services	[T#13(i) /13-14]
<b>b)</b>	<b>Hiring of Courier Services</b>	<b>[T#13(ii) /13-14]</b>
c)	Hiring of Janitorial Services	[T#13(iii) /13-14]

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](http://www.secp.gov.pk/Procurement.asp)

Sealed bid with 5% earnest money of the total quoted cost for each required, 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 on April 16, 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 # 13 (ii) / 13-14.**
2. Bids are invited for “**Hiring of Courier Services**” through **SINGLE STAGE ONE ENVELOP METHOD**, for 02 years.
3. **The Procurement Agency is:**  
  

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad.
4. 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](http://www.secp.gov.pk/Procurement.asp)
5. 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.
6. 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.
7. The bid validity period shall be 150 days.
8. 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.
9. 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.
10. 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.
11. The language of the bid is English and alternative bids shall not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
13. 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.

14. 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.
15. Discounts (if any) offered by the bidder shall be part of the bid.
16. The interested firm/company 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 1 years and proof of company as legal entity.
17. The proof of firm/company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bid.
18. Interested firm must submit its profile and list of existing clientele.
19. Copies of Sales Tax Registration Number and National Tax Number should be affixed with the bidding documents.
20. Courier services rates must be quoted separately for domestic and international delivery (inclusive of all applicable taxes). Also provide per K.G. rates for heavy shipments.
21. Rates for France, Malaysia, UAE, UK, and USA be provided separately.
22. Details regarding geographical outreach and internationally established offices.
23. Interested service provider should have on line tracking system.
24. Payments will be made on monthly basis upon submission of invoice.
25. The services required may vary according to SECP requirement.
26. 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.
27. Successful service provider will have to sign a legal agreement with the Commission for said duration. Agreement may be extended for another year or any period mutually agreed between both parties.
28. The earnest money of successful tenders will be retained and that of other bidders will be returned.
29. An evaluation process will be based on the 60/40 principle where 60 refers to technical and 40 refers to financial proposal. Technical evaluation of the bidder will be determined according to following criteria:

Criteria:	Max Score
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<b>Track Record:</b> Bidder to supply references of similar services rendered: <ul style="list-style-type: none"> <li>• 5 &gt;References= 20</li> <li>• 4 References= 15</li> <li>• 3 References= 10</li> <li>• 2 References= 05</li> </ul>	20
<b>Experience:</b> Number of years of applicable experience of organization: <ul style="list-style-type: none"> <li>• 10 &gt;Years= 20</li> <li>• 7-9 Years= 15</li> <li>• 5-8 Years= 10</li> <li>• 05&lt; Years= 05</li> </ul>	20
<b>Geographical Outreach:</b> <ul style="list-style-type: none"> <li>• 10 marks for offices at Islamabad, Lahore, Karachi, Faisalabad, Sukkur, Quetta, Multan, Peshawar.</li> <li>• 10 marks for international operations.</li> </ul>	20
<b>Total Technical</b>	<b>60</b>
<b>Financial Evaluation</b>	<b>40</b>
<b>Grand Total</b>	<b>100</b>

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

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

**Bid for:**           **“Hiring of Courier Services”**  
**Firm Name:** XYZ Firm  
**Attention:** Assistant Director, Admin, 4th Floor  
NICL Building, 63 Jinnah Avenue  
Blue Area, Islamabad

32. The deadline for the submission of bids is:

**Date: April 16, 2014**  
Time: 1500 Hrs

33. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad  
**Date: April 16, 2014**  
Time: 1530 Hrs

34. A statement **“Not to be opened before 1530 Hrs on April 16, 2014”** shall be clearly mentioned on the top of the sealed bid.

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

36. 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.

**Note:**

- **The attachment details are as under**

**1. Terms of Reference**

**Annex “A”**

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

**Terms of Reference****1. Purpose:**

The Securities and Exchange Commission of Pakistan (SECP) is inviting interested parties to submit their proposal for the provision of courier and delivery services. It includes collection and delivery of documents and other items from SECP’s offices and delivery to the designated destinations timeously.

**2. Scope of work entails:**

The SECP requires a service provider to deliver the following services:

- Collection of documents and other items from the offices of SECP as and when required and delivers to the desired locations. Offices of SECP are situated at:
  - Head Office, Islamabad
  - CRO, Islamabad
  - CRO, Lahore
  - CRO, Karachi
  - CRO, Peshawar
  - CRO Quetta
  - CRO Sukkur
  - CRO, Multan
  - CRO, Faisalabad
- Provide domestic and international courier services in general.
- Overnight delivery of heavy shipments.
- Package tracking facilities and reports.
- Rush delivery.