



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

Tender No. T#18-2012-13

Tender For Hiring of Contractor for development of Working Hall

Sealed bids are invited from established GST/NTN registered firms for Hiring of Contractor for development of working Hall (15x22 size approx.) located at Insurance Division at 4th Floor of CRO Lahore.

Firms must submit tenders in sealed envelopes separately (Technical & Financial) clearly marked “Tender for Hiring of contractor for development of working hall (15 x 22 size approx.) for Insurance Division at 4th floor of CRO Lahore”. Tenders will be evaluated on technical & financial grounds.

Firms must visit construction site by appointment during office hours Mon-Fri (9:00 am to 5:00pm) on contact numbers (0333-4421947 & 042-9201341 ext. 46 (Mr. Mohsin Syed). The TOR's can be viewed at the SECP website: www.secp.gov.pk/procurment.asp.

Interested parties must submit their bids to the undersigned by Thursday, March 7th, 2013 by 11:00 am and will be opened on the same day at 11:30 am.

The Commission reserves the right to accept or reject any or all tenders.

Sealed tenders may be sent through courier to the address given below.

Director (Administration)
Companies Registration Office,
Securities and Exchange Commission of Pakistan
4th Floor, Associated House, 7 Edgerton Road Lahore
Tel: 042-9201341 ext.: 46



TERMS & CONDITIONS FOR DEVELOPMENT OF INSURANCE HALL (15 x 22 feet approx.) AT 4th FLOOR CRO LAHORE

1. The interested bidders should submit a single package containing two separate sealed envelopes. One envelope should contain the “Technical Proposal” and the other should contain the” financial proposal”. The Envelopes should be clearly marked **“Technical Proposal”** and **“Financial Proposal”**.
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 (15 x 22 feet approx.) for Insurance Division at 4th floor of CRO Lahore”**.
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 short listed vendor will start work within one week of work order and also provide a work schedule of 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 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 (15 x 22 feet approx.) for Insurance Division 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, Egerton 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**

Sr. No	Item of Work	Unit	Qty
1	Supply of Low high filing cabinets (2'-6"x4'-0") made with leminated sheet with imported hardware complete in all aspects	Job	4
2	Provision and installation of M/s. Power Coated Technology Box having Data, Voice & power sochets make clipsil for each table and connect with existing IT Network complete in all aspects	No	3
3	Provision and installation of bracket fan make pak or equivalent fan with power wairing, switch, sockets etc. complete in all aspects	No	6
4	Provision and installation of 1.5 ton split Air Conditioner or good quality with insolated copper piping with control wire, PVC drain pipe and power circuit wiring complete in all aspects	No	2
5	Provision and Installation of 2'x2' Gypsum Laminated Ceiling	Sft.	290
6	Provision and Installation of 3" Thick wooden partition with 8mm clear glass with frosted paper upto roof level with paint complete in all aspects	Sft.	270

7	Telephone Sets ordinary brand.	No	4
8	Supply of Office table with drawer pedestal 2'-3" x 4'-6" made with laminated sheet & imported hardware complete in all aspects	No	6
9	Supply of office chair imported Koren (Torch/Booho) (High Back)	No	6
10	standard Electric Heater	No	4
11	Heavy Duty Network Printer HP or equivalent	Job	1