



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 18/13-14**

### **INVITATION TO BIDS**

The Securities and Exchange Commission of Pakistan invites sealed tenders from well known, experienced and reputable suppliers/dealers based in Pakistan and registered with sales tax department, having national tax number (NTN) for

**Supply of Office Furniture i.e. Office Tables, Sofas, Executive Chairs, Visitor Chairs, File Cabinets, Corner/Side Tables etc.**

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 2% earnest of the total quoted cost for each required items, 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 June 05, 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 # 18 / 13-14.**
2. Bids are invited for “Supply of Office Furniture” through **SINGLE STAGE ONE ENVELOP METHOD**
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. Interested bidder may bid for any single item (quantity depends on SECP) on prescribed form attached as Annex “E”.
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. The bid validity period shall be 150 days.
9. 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 2% of the total quoted price (inclusive of 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.
10. 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.
11. 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.
12. The language of the bid is English and alternative bids shall not be considered.

13. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
14. 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.
15. 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.
16. Discounts (if any) offered by the bidder shall be part of the bid.
17. 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 01 year and proof of company as legal entity.
18. 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 bids.
19. SECP reserves the right to increase or decrease, quantities required of each item as per its requirement.
20. 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.
21. Clarification if any on the technical requirement may be obtained from:
  - o [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)
22. The earnest money of successful tenders will be retained and that of other bidders will be returned.
23. Evaluation Criteria to evaluate bids in general will be as under:

a.	Technical Evaluation	70%
	Corporate setup	10
	Experience with corporate/public sector similar projects (provide references/PO copy with contact details)	30
	Past Experience with Commission	30
b.	Financial Evaluation	30%

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

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

**Bid for:** Supply of Office Furniture  
**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: June 05, 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: June 05, 2014**  
Time: 1530 Hrs

28. A statement “**Not to be opened before 1530 Hrs on June 05, 2014**” shall be clearly mentioned on the top of the sealed bid.

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

30. **Sample Selection** Shortlisted firm(s) will have to provide samples of each required item above and on confirmation of Administration Department, items according to selection may be delivered.

31. **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.**

32. **The attachment details are as under**

a. **List of Items Required Items is as under:**

S. NO.	Item Description	Qty	Specifications at Annexure
1	Corner Table	2	A
2	Sofa Set	3	
3	Full Height Cabinets	12	B
4	Medium Height Cabinet	2	

5	Office Table with Side Rack	01	C
6	Office Table without Side Rack	03	
7	Executive Chair	4	D
8	Visitor chairs	4	

**b. Bidding Form                      Annex “E”**

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

**Corner Table (Standard)**

**Type: Wooden/Lamination, Size: 22'' x 22'' x 22''**



**Sofa Set (Standard)**

**Type: Wooden Covered with fabric**

**Size: 2.5' x 2.5' x 3'**



***Note: Interested bidders may visit site for inspection and exact measurement of samples before submission of bid.***

**Full Height Cabinets**

S. No.	Specification	Qty	
1	<b>Wooden Cabinet (Full Height)</b>	12	
	Size		80" x 31" x 18"
	Made of Lasani Lamination sheet $\frac{3}{4}$ " thick, having five shelves, with Double Door		
	Back Side Sheet = 5mm Lamination Press		
	Imported Long Hinge, PVC Edging = Imported 1.5mm		
	All edges should be pressed with high quality imported matching wooden tape.		
	Best quality lock, handle and hinges should be fixed		

**Medium Height Cabinets**

S. No.	Specification	Qty	
2	<b>Wooden Cabinet (Medium Height)</b>	02	
	No. of Shelves		03
	Size		H x W x D = 4'6" x 2'7" x 1'5"
	Made of Lasani Lamination sheet $\frac{3}{4}$ " thick with Double Door		
	Back Side Sheet = 5mm Lamination Press		
	Imported Long Hinge, PVC Edging = Imported 1.5mm		
	All edges should be pressed with high quality imported matching wooden tape.		
	Best quality lock, handle and hinges should be fixed		

***Note: Interested bidders may visit site for inspection and exact measurement of samples before submission of bid.***

**Full Height Cabinet**



**Medium Height Cabinet**



## Office Table

Office Table, Side Rack and Drawer Trolley is required as per sample

S. No.	Specification	Qty	
1	<b>Executive table</b>	04	
	Size		60" x 36" x 29"
	Top outer side oval shaped Made of Lasani Lamination sheet 3/4" thick		
	Imported Hinge, PVC Edging = Imported 1.5mm with steel legs		
	All edges should be pressed with high quality imported matching wooden tape.		
	Best quality imported lock, handle and hinges should be fixed		

S. No.	Specification	Qty	
2	<b>Side Rack</b>	01	
	Size		36" x 18" x 26"
	Made of Lasani Lamination sheet 3/4" thick		
	Side rack, Single Drawer, Single Cabinet with single shelf. Imported Hinge, PVC Edging = 1.5mm with steel legs		
	All edges should be pressed with high quality imported matching wooden tape.		
	Best quality imported lock, handle and hinges should be fixed		

S. No.	Specification	Qty	
3	<b>Side Rack with Drawers</b>	01	
	No. of Drawers		03
	Size		H x W x D = 1'11" x 1'4" x 1'10"
	Made of Lasani Lamination sheet 3/4" thick		
	Back Side Sheet = 5mm Lamination Press		
	PVC Edging = Imported 1.5mm		
	All edges should be pressed with high quality imported matching wooden tape.		
	Best quality imported lock, handle and channels should be fixed		



**Note: Interested bidder may visit to inspect sample for exact measurement and design.**

**Executive Chair: High and Medium Back (Both must be quoted)**



(As per Sample)

**Visitor Chair**



As per Sample

**Note: Interested bidder may visit to inspect sample for exact measurement, color and design.**

## Bid Submission Form

1. **Bid for Annex No.** \_\_\_\_\_
  
2. **Name of Interested Firm** : \_\_\_\_\_
  
3. **CNIC#** : \_\_\_\_\_  
(Please attach Copy of CNIC)
  
4. **NTN#** : \_\_\_\_\_  
(Please attach Copy of NTN Certificate)
  
5. **GST#** : \_\_\_\_\_  
(Please attach Copy of GST Certificate)
  
6. **Offered Price per Unit** : **Rs.** \_\_\_\_\_  
  
(In words) \_\_\_\_\_
  
7. **Offered Price in total** : **Rs.** \_\_\_\_\_  
  
(In words) \_\_\_\_\_
  
8. **Value of Earnest Money** **Rs.** \_\_\_\_\_  
  
(In words) \_\_\_\_\_
  
9. **Contact Number** : \_\_\_\_\_
  
10. **Postal Address** : \_\_\_\_\_  
  
\_\_\_\_\_
  
11. **Email Address** : \_\_\_\_\_

S. No.	Quoted for	Offered Price per Unit with all taxes (Rs.)	Total Amount (Rs.)
1	Corner table		
2	Sofa (Single Seat)		
3	Office Table without Side Rack and Drawer Trolley		
4	Side Rack		
5	Drawer Trolley		
6	Medium Height Cabinet		
7	Full Height Cabinet		
8	Executive Chair (High Back)		
9	Executive Chair (Medium Back)		
10	Visitor Chair		

**Note: Taxes included must be mentioned**

*Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.*

**Name** : \_\_\_\_\_

**Signature & Official** : \_\_\_\_\_

**Stamp**

**Date** : \_\_\_\_\_