

Scope of Work

- Seepage treatment alongside walls of wash rooms or where required and proper base making. Paint work required best quality and Record Rooms -Distemper.
- Paint work/wood polish of door where required Best /Top quality Emulsion and for record rooms-Distemper) Color as approved by the Committee.
- Area : Approx. 22000 Sq ft.(incl approx 6900 sq ft record room area)

TERMS AND CONDITIONS

1. The interested bidders should submit a single package containing three separate sealed envelopes. One envelope should contain the “Technical Proposal” and second envelope should contain the” financial proposal” and third envelope should contain “earnest Money”. The Envelopes should be clearly marked “**Technical Proposal**” and “**Financial Proposal**” and “**Earnest Money**”.
2. At the top left corner of the sealed package it should be clearly stated **“Invitation to Bid for Paint Work of Office”**.
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 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.
9. The selected vendor will start work within one week of work order and also provide a work schedule clearly mentioning 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 work area.
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 paint work and its timely removal from office premises.
13. 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.
14. Successful vendors should obtain approval of paint /color scheme from the committee of SECP / representative, as informed.
15. 100% Payment will be made upon completion of the whole Project.
16. A comprehensive completion report will be required with completion certificate from user department.
17. Tenders received by Fax or e-mail shall not be accepted and contractor/s may visit office for clarification before bid/s submission during office hours.
18. Last date of submission is June 24, 2014 and the tenders will be opened the same day at 11:30 am.

Evaluation criteria of received bids need to be worked out. Suggested is as under

1. 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
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Past Experience with Commission	30
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b.	Financial Evaluation	30%
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