



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 16/13-14**

### **Invitation to Bids**

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

### **“SUPPLY AND INSTALLATION OF ROLL-UP BLINDS IN SECP HEAD OFFICE, 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](http://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 29, 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 # 16 / 13-14.**

2. Bids are invited for **“SUPPLY AND INSTALLATION OF ROLL-UP BLINDS IN SECP HEAD OFFICE, 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](http://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. Successful bidder will have to sign a legal agreement for the supply of items in which that respective firm has been declared successful by the SECP. However, in case legal agreement is not considered to be signed then Purchase Order will be considered as a contract document between both the parties.
25. 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.
26. The envelopes shall bear the following additional identification marks:

**Bid for:**            **“SUPPLY AND INSTALLATION OF ROLL-UP BLINDS IN SECP  
HEAD OFFICE, ISLAMABAD”**

**Firm Name:**    XYZ Firm

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

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

**Date: May 29, 2014**

Time : 1500 Hrs.

28. 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 29, 2014**

Time : 1530 Hrs

29. A statement **“(Do Not Open Before 1530Hrs on May 29, 2014)”** shall be clearly mentioned on the top of the sealed bid.

30. Bids received after the due date and time will not be entertained.

31. 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  | <b>Annex “A”</b> |
| 2. Evaluation Criteria | <b>Annex “B”</b> |

- **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)**

**Specification of Required Blinds:**

1. Provide and fix in position thick roller blinds with thick fabric, Make in selected color and shade, includes all screws, rawal plugs etc. required for fixing and accessories, complete in all respects as per sample shared.
2. Measurement of required roll up blinds is 5,000 Sq. Ft approx.. Sample can be seen by visiting SECP head office building between 10 am to 4 pm.
3. Measurement: be taken as actual site visit and sample would be required with profile for selection purpose. Invoice will be verified based on actual measurement installed (square feet area).
4. Firm will provide one year warranty of material provided, on all fittings and equipment installed.
5. 15% amount will be withheld for three months as retention amount/performance guarantee and will be released upon completion of three months period.

**Evaluation Criteria**

Evaluation Criteria will be as under:

a. Technical Evaluation	60%
b. Financial Evaluation	40%
<b>Total</b>	<b>100%</b>

**Technical Selection Criteria (60 Marks):**

<b>Technical Rating Criteria</b>	<b>Marks Allocated</b>
1- Corporate structure	10
2- Relevant Experience with similar projects (area 5,000 to 10,000 sq. Feet) completed in the last two years and present projects in hand.	20
3- Quality of Fabric / material for blinds – on basis of sample provided	20
4. Expected delivery period	10