



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 03/13-14

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed tenders from well reputed firms/vendors registered with sales tax department and having national tax number (NTN) based in Pakistan for

#### **“PROCUREMENT OF SPLIT AIR CONDITIONERS ( WITH SUPPLY AND INSTALLATION )”**

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 of the total quoted cost, must reach the undersigned through courier or may be dropped in the tender box on the fourth floor of the SLIC # 2 Building. The tenders must be received before 1100Hrs, on June 19, 2014 and will be opened on the same day at 1130Hrs.

Assistant Director (Administration Department)  
State Life building # 2, 4th Floor Wallace Road-Karachi  
(Administration Department)  
Tel: 92-21-99213423-4

### **Terms and Conditions for Bids and Bidders**

1. **Tender Identification Number: TENDER # 03 / 13-14.**
2. Bids are invited for **“PROCUREMENT OF SPLIT AIR CONDITIONERS ( WITH SUPPLY AND INSTALLATION )”** through **SINGLE STAGE ONE ENVELOP METHOD**
3. **The Procurement Agency is:**  
  
**Securities and Exchange Commission of Pakistan**  
State Life building # 2, 4th Floor Wallace Road,  
Karachi
4. 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)
5. 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.
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. Bid Validity period should be 90 days.
8. The amount of the bid and earnest money shall be in Pak Rupees. Bids should be accompanied with 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 06 months in favor of **Securities and Exchange Commission of Pakistan, State Life building # 2, 4th Floor Wallace Road-Karachi.** 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, Karachi.
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. 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 Annexure "A". 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 firms should 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 years and proof of company as legal entity.
17. The proof of firm/company's existence as legal entity and an affidavit that the company is not black listed by any organization must be presented with the bids.
18. The equipment provided must be duty paid in respect of all applied duties and taxes, along with applicable warranty.
19. The quantities required may increase/decrease according to SECP requirement.
20. 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.
21. Sealed tenders may be dropped in the tender drop box placed at fourth floor Administration department of the State life building # 2, Karachi.
22. Clarification if any on the technical requirement may be obtained from:
  - Deepak.jewani@secp.gov.pk
23. Earnest Money of successful tenders will alone be retained and that of the rest will be returned.
24. Place of destination is: **Securities and Exchange Commission of Pakistan**, State Life building # 2, 4th Floor Wallace Road-Karachi.
25. The envelopes shall bear the following additional identification marks:

**Bid for:** "PROCUREMENT OF SPLIT AIR CONDITIONERS (WITH SUPPLY AND INSTALLATION)"

**Firm Name:** XYZ Firm

**Attention:** Assistant Director Administration, State Life building # 2, 4th Floor Wallace Road-Karachi

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

**Date: June 19<sup>th</sup>, 2014**

**Time: 1100 Hrs.**

27. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
State Life building # 2, 4th Floor Wallace Road-Karachi  
**Date: June 19<sup>th</sup>, 2014**  
Time: 1130 Hrs

28. A statement “**Do Not Open Before 1130Hrs on June 19<sup>th</sup>, 2014**)” shall be clearly mentioned on the top of the sealed bid.

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

30. 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. REQUIRMENTS OF SPLIT AC's( with supply and installation )**

**Annex “A”**

- If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

**ANNEXURE- A**

S. No.	Specification	QTY
1	Split AC's with supply and Installation	
	Capacity : 1.5 Tons	8
	Capacity : 2 Tons	8
	Plus Installation charges for 16 AC	
	Total AC	16