



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 11/13-14**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers / service providers based in Pakistan and registered with sales tax department, having national tax number (NTN) for

#### **Supply of Uniforms and Liveries**

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 money of the total quoted cost for each required, 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 February 04, 2014, by 11:00 AM and will be opened on the same day at 11:30 AM.

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 # 11 / 13-14.**
2. Bids are invited for “**Supply of Uniforms and Liveries**” 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. 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. The bid validity period shall be 150 days.
8. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied with earnest money (refundable) for an amount equal to 5% 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.** If the tenders are not accompanied with earnest money or if the amount of earnest money is less than the amount required then such tenders 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 the due date, then the earnest money will be forfeited in favor of SECP, Islamabad.
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 persons who have signed the bids.
13. 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.

14. Interested firms are required to submit samples of the quoted item(s).
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 1 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 bid.
19. Interested firm must submit its profile and list of existing clientele.
20. Quantity specified in the bidding document may increase or decrease.
21. Copies of Sales Tax Registration Number and National Tax Number should be affixed with the bidding documents.
22. The items supplied must be duty paid in respect of all applied duties and taxes.
23. The quantities required may vary according to SECP's requirements.
24. 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.
25. The earnest money of successful tenders will be retained and that of other bidders will be returned.
26. 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.
27. An evaluation process will be based on the 55/45 principle where 55 refer to the technical and 45 refer to the financial proposal. Evaluation of the bidder will be determined according to the following criteria:

<b>Evaluation Criteria:</b>	<b>Max Score</b>
Quality of Product: Quality of sample	50
Experience: Number of years of applicable experience of firm: Over 10 Years= 5 7-9 Years= 4 5-8 Years= 3 5 Years or below= 02	5
<b>Total Technical</b>	<b>55</b>
<b>Financial Evaluation</b>	<b>45</b>

<b>Grand Total</b>	<b>100</b>
--------------------	------------

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

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

**Bid for:** “Supply of Uniforms and Liveries”  
**Firm Name:** XYZ Firm  
**Attention:** Assistant Director, Admin, 4th Floor  
NICL Building, 63 Jinnah Avenue  
Blue Area, Islamabad

30. The deadline for the submission of bids is:

**Date: February 04, 2014**  
Time: 11:00 AM

31. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,  
Islamabad  
**Date: February 04, 2014**  
Time: 11:30 AM

32. A statement “**Not to be opened before 11:30 AM on February 04, 2014**” shall be clearly mentioned on the top of the sealed bid.

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

34. 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.

**Note:**

- **The attachment details are as under**

- |                               |                  |
|-------------------------------|------------------|
| <b>1. Terms of Reference</b>  | <b>Annex “A”</b> |
| <b>2. Bid Submission Form</b> | <b>Annex “B”</b> |

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

**Terms of Reference****1. Purpose:**

The Securities and Exchange Commission of Pakistan (SECP) is inviting interested parties to submit their bids for the provision of Uniforms and Liveries.

**2. Scope of work entails:**

The following items are required:

<b><u>S. No</u></b>	<b><u>Item</u></b>	<b><u>Qty</u></b>
01	Shalwar Kameez	200
02	Waist Coats	50
03	Shoes	50
04	Socks	100

**Bid Submission Form**

Rates must be quoted in the following manner:

S.NO	Services/Item	Rate (per unit) (Inclusive of all taxes)	Qty	Total (PKR)
01	Shalwar Kameez		200	
02	Waist Coats		50	
03	Shoes		50	
04	Socks		100	

***Note: Detail of taxes included must be mentioned.***