



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 20/13-14

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed tenders from well reputed and financially sound firms/companies registered with PEC for

RENOVATION OF TWO FLOORS MEASURING APPROXIMATELY 12,500 SQFT.

Detailed terms and conditions, Bill of Quantity (BOQ), Drawings and Floor Layout Plans may be obtained by visiting our website. All updates with respect to “BOQ” and other matters related to the tender will be posted on our website www.secp.gov.pk/procurement.asp. Vendors are advised to visit SECP website regularly for updates.

Pre Bid Meeting: There will be a pre bid meeting on May 29, 2014 at SECP offices in the NIC building on Jinnah Avenue at 3:00 pm. Our consultant architect will be in attendance to answer your questions.

Vendors may visit site by appointment during office hours Mon-Fri (10:00 am to 4:00pm)

Sealed bids with 5% of the earnest money may be dropped in the tender box placed at ground floor of NIC building or sent through courier at the address given below. Last date for submission of tenders is by 1500 Hrs on June 09, 2014, and these will be opened on the same day at 1530 Hrs.

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 # 20 / 13-14.**
2. Bids are invited for “**RENOVATION OF TWO FLOORS MEASURING APPROXIMATELY 12,500 SQFT**”, ” through **SINGLE STAGE TWO ENVELOP METHOD**
3. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as “**FINANCIAL BID**” and “**TECHNICAL BID**” in bold and legible letters.
4. Initially, only the envelope marked “**TECHNICAL BID**” shall be opened publically. The envelope marked as “**FINANCIAL BID**” shall be retained.
5. After the evaluation and approval of the technical Bid, financial Bids of the technically accepted Bids will be opened at a time, date and venue announced and communicated to the Bidders in advance. Financial Bids of unsuccessful bidders (technically) will be returned.
6. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
7. All updates with respect to “BOQ” and other matters related to the tender will be posted on our website www.secp.gov.pk/procurement.asp. Vendors are advised to visit SECP website regularly for updates.
8. **Pre Bid Meeting:** There will be a pre bid meeting on May 29, 2014 at SECP offices in the NIC building on Jinnah Avenue at 3:00 pm. Our consultant architect will be in attendance to answer your questions.
9. Vendors may visit site by appointment during office hours Mon-Fri (10:00 am to 4:00pm)
10. Contractors must visit construction site before submitting their designs for the specific area as described on our website. 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
11. 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.
12. Bid Validity period should be 120 days.
13. Successful bidder would sign a contract with the Commission.
14. The amount of the bid and earnest money shall be in Pak Rupees.
15. Earnest money should be submitted in a sealed (third) envelop. 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, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** Tenders not accompanied by Earnest Money or with less amount of Earnest Money will not be entertained.

16. 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.
17. 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.
18. 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.
19. 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.
20. The language of the bid is English and alternative bids shall not be considered.
21. Place of destination is: **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
22. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
23. 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.
24. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
25. 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.
26. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
27. Copy of authorized agency / partnership / dealership certificate from their Principals is to be submitted with the tender. (if applicable)
28. Rates quoted shall remain fixed for the whole project cycle.
29. SECP shall disqualify a firm/consultant if it finds at any time that the information submitted by the firm or consultant concerning its qualification was false and materially inaccurate.
30. 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.
31. The envelopes shall bear the following additional identification marks:

Bid for: RENOVIATION OF TWO FLOORS MEASURING
APPROXIMATELY 12,500 SQFT”
Firm Name: XYZ Firm
Attention: Assistant Director Admin, 4th Floor, NICL Building, 63 Jinnah
Avenue, Blue Area, Islamabad

32. The deadline for the submission of bids is:

Date: June 09, 2014

Time : 1500 Hrs.

33. 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 09, 2014

Time : 1530 Hrs

34. A statement “(Do Not Open Before 1530Hrs on June 09, 2014)” shall be clearly mentioned on the top of the sealed bid.

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

36. 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	Annex “A” (Attached Separately)
2. Evaluation Criteria	Annex “B”
3. Declaration form	Annex “C”
4. Sample Agreement	Annex “D” (Attached Separately)
5. BoQ for Rate Submission	Annex “E” (Attached Separately)

- Attached agreement is a sample agreement and SECP reserves the right to amend/modify/add any clause in the agreement.
- If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.

Evaluation Criteria

Evaluation Criteria will be as under:

- a. Technical Evaluation: (60)
- b. Financial Evaluation: (40)
- c. Total Marks: (100)

Technical Selection Criteria:

- Reputation of the firm (10)
- Relevant experience with similar projects completed in the last ten years (20)
- Technical competence/qualifications of personnel (10)
- Legal entity/Registration with PEC (5)
- Present workload (5)
- Profile of Clientage (10)

DECLARATION FORM TO BE FILLED IN AND SIGNED BY THE BIDDERS

(ON CONTRACTORS LETTER HEAD)

Date: _____

To

Director Administration
SECP

I/We have read the instruction appended with the Performa and declare that:

All the information and data furnished herewith, as well as the basic information are true correct to our best of knowledge.

I/We understand that if any incorrect information is detected at a later date, any contract executed between us and SECP. On the basis of the information given by us, would be treated as void, as initio and invalid by, SECP.

I/We agree that the decision of SECP. Client will be acceptable, final and binding on us.

I/We also agree that we have no objection if inquiries are made about civil, interior / Furniture Work and its related areas regarding all projects and works listed by us in the accompanying sheets in account of previous experience or any other inquiry on the information furnished herewith in the accompanying sheets

Signature:

Date:

Company stamp:

Place: