



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 18/15-16

Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Securities & Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors registered with income tax and sales tax departments for:

Development of Store Room and Partitioning Works

Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders and can be downloaded from www.secp.gov.pk/procurement.asp free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned through courier or may be dropped in the tender box on below mentioned address. Bids must be received before 1500Hrs on **April 12, 2016** 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 437

Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 18/15-16

2. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
3. The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors registered with income tax and sales tax departments for **“Development of Store Room and Partitioning Works”** through **SINGLE STAGE ONE ENVELOP METHOD**.

4. The Procurement Agency is:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

5. Bidders must visit renovation site before submitting their bids for the specific area as described on our website. The relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp
6. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part services offered by any bidder and bidders should supply the same at quoted rates.
7. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process. 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 invitation.
8. Bid Validity period should be 150 days.
9. 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, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**. Bids not accompanied by Earnest Money will not be entertained.
10. 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 Commission.
11. 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.
12. The language of the bid is English and alternative bids shall not be considered.
13. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids

14. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
15. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all cost related to travelling etc.
16. The rates must be quoted strictly in accordance with bid documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
17. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then earnest money submitted with the bid will be forfeited in favor of the Commission.
18. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
19. 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.
20. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
21. The envelopes shall bear the following additional identification marks:

Bid for: **“Development of Store Room and Partitioning Works”**
Bidder Name: XYZ
Attention: 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,

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

Date: April 12, 2016
Time : 1500 Hrs.

23. **The bid opening shall take place at:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: April 12, 2016
Time : 1530 Hrs

24. A statement **“(Do Not Open Before 1530Hrs on April 12, 2016)”** shall be clearly mentioned on the top of the sealed bid.
25. Bid qualifying all requirement and quoting lowest cost will be selected.
26. Bids received after the due date and time will not be entertained.
27. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.

28. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
29. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
30. The Commission reserves the right to amend/change/revise the TORs of invitation 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”)

- **If the above Terms & Conditions are acceptable then bids must be submitted well in time and according to the requirements as per details above.**

TERMS OF REFERENCE (TORs)**Development of Store Room and Partitioning Works**

Items Required	Qty	Unit Rate	Total Cost
Wooden Partition size of 17ft x 8ft x3". Both side Lasani sheet, Fixing of wooden Shelves inside Fixing of Wooden Door with Frame, handle lock and skirting fixing as per existing design. Partition both side ICI Emulsion paint well be used. (As per existing design)	02		
Iron Angle Rick Size of 3ftx8ft 1"x2" thick Shelf's Size 12"x13" angle Frame with lasani sheet fixed.	15		
Removal of existing work stations, packing and shifting of same as allocated space in the same building.	01		
Development of three Cubicles (11'' x 7'' each) along fixing of glass (1.5'' x 6'' height). Provision of UPS, Lane, wapda as per existing design includes installation of cable from main DB's to the cubicles.	03		
Partition work along fixing of door in solid wood in existing design	01		

Note:

- Site visit is mandatory to understand the work requirements. Exact measurements can be taken at site.
- No mobilization advance will be paid.
- 5% amount will be withheld as “Retention amount” for 03 month period.
- During work contractor will make sure that connectivity of network, electricity, UPS of other work stations/cubicles are fully operational.
- Shortlisted vendor will work on daily basis after 5pm and will complete the job in one week time (Construction of stores and partition work will be started collectively). Steel racks delivery time is 15 days).