



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

No. T# 10/16-17

INVITATION TO BID

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers/service providers based in Pakistan and registered with Income Tax and Sales Tax Departments for

S. No.	Renewal Requirements	Identification No.
1.	Hiring of Cafeteria Services	[T# 10 (i) /16-17]
2.	Renewal of Kaspersky Antivirus Suite Support	[T#10 (ii) /16-17]
3.	Smart Net Services of CISCO Equipment	[T#10 (iii) /16-17]
4.	Designing and Printing of Investor Education Material	[T#10 (iv) /16-17]

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 etc. against above requirement(s) are available for the interested bidders from the undersigned and can also 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 on or before **November 28, 2016 at 1500 Hrs** and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091(Ext-437/378) during Office Hours (Monday to Friday excluding Public Holidays)

Asst. Director (Admin)

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. **Tender Identification Number:** **TENDER # 10 (i) / 16-17**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan

4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

3. 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.
4. The Securities and Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors/cafeteria service providers based in Pakistan registered with Income Tax and Sales Tax Departments for

Hiring of Cafeteria Services

through

SINGLE STAGE ONE ENVELOP METHOD

5. **Pre-Bid Meeting:** In order to obtain full understanding of the TORs/Scope of Work, a meeting of the bidders is scheduled on **November 17, 2016 at 1100 Hrs** at SECP Head Office. Those who wish to attend/ participate should inform the undersigned.
6. Clarification if any may also be obtained by sending an email to sajid.gondal@secp.gov.pk.
7. 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
8. Bid Validity period should be 150 days.
9. It is of utmost importance that bids should be submitted very carefully and inline with the instructions of this bidding document, scrupulously complied with, failing which the offer will be ignored.
10. The language of the bid is English and alternative bids may not be considered.
11. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
12. The amount of the bid shall be in Pak Rupees.
13. All pages of bid must be signed and stamped by the bidder.
14. If services are not made/provided within due date, then security deposit will be forfeited in favor of the SECP, Islamabad.

15. Bidders must be registered with sales tax department, having national tax number (NTN) (if applicable). Interested bidder must submit proof of NTN and GST with the bid. Successful bidder should clearly indicate the NTN and GST Numbers in the invoice.
16. Taxes and duties will be deducted as per Government rules. Bid shall be submitted inclusive of all GoP taxes.
17. 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.
18. Prices quoted shall correspond to 100% of the requirements specified, and inclusive of all costs.
19. 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.
20. Services provided must be paid in respect of all applied duties and taxes.
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. Free of cost benefits (if any) offered by the bidder shall be part of the bid.
23. Discounts (if any) offered by the bidder shall be part of the bid.
24. The quantities/strength /requirements required may vary according to SECP requirement.
25. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
26. 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.
27. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
28. 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.
29. SECP is not bound to accept the lowest bid and reserves the right to accept full or partial services/benefits offered and bidders should provide the same at the rates finalized between the agency and the bidder.
30. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
31. SECP shall disqualify a bidder if it finds at any time that the information submitted by the bidder concerning its qualification was false and materially inaccurate.

32. 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.
33. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
34. Successful bidder will have to deposit a lump sum amount of Rs.100,000 as “Security Deposit” which will be released after 02 months of expiry of the contract.
35. Successful bidder would sign a contract/agreement with the Commission initially for the period of two years, extendable to any period mutually agreed on same terms and conditions i.e. rates etc.
36. Services of the successful bidder required (if any) for special events/meetings, rates will be decided with mutual negotiations as per the market rates. However, despite having selected bidder for providing Cafeteria Services, it will not bar the SECP from using the sources other than the selected bidder.
37. Both parties (SECP or service provider) can terminate the contract with the notice of one month’s period without assigning any reason. 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.
38. Bids received after the due date and time will not be entertained.
39. Place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
40. The envelopes shall bear the following additional identification marks:

Bid for:	<u>“Hiring of Cafeteria Services”</u>
Bidder Name:	XYZ
Attention:	M. Ubaidullah Khalid Assistant Director Admin, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

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

Date: November 28, 2016
Time : 1500 Hrs.

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

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: November 28, 2016
Time: 1530 Hrs

43. A statement **“(Do Not Open Before 1530Hrs on November 28, 2016)”** shall be clearly mentioned on the top of the sealed bid.

Note:

- **Attachment Details are as under**

1. Terms of Reference	Annex “A”
2. Evaluation Criteria	Annex “B”
3. Bid Submission Form	Annex “C”
4. Sample Menu	Annex “D”
5. Sample Agreement(Separate Document)	Annex “E”
6. Experience Record	Annex “1”
7. Details of Projects of Specific Nature (Completed)	Annex “2”
8. Details of Projects of Specific Nature (In Hand)	Annex “3”
9. Litigation History	Annex “4”
10. Verification of Service Quality	Annex “5”

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

TERMS OF REFERENCE (TORs): HIRING OF CAFETERIA SERVICES

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 Commission is desirous to have a professional, qualified and experienced contractor for Cafeteria Services at its Head Office located at Islamabad.

Bids are being invited of parties who represent and warrant that they have the requisite expertise and adequate skills to provide the services as required by the Commission.

Sealed bids are accordingly invited from reputable bidders registered with Income Tax and Sales Tax Departments (if applicable) for “Hiring of Cafeteria Service” for a period of two years for serving lunch to the employees.

General Information

1. The successful bidder will have to bring cooked food as per the agreed menu and serve the same at SECP Cafeteria from 12:30 PM to 3:00 PM
2. Bids are required for following two options:

Option 1: Food will be served separately in the Cafeteria as below:

- a. Double Meal/Buffer Lunch (25 Guaranteed Meals per day)
- b. Single meal/low-fat (Plate/s) Serving (Single Meals 55 and 35 Low-fat Meals Guaranteed per day)

Option 2: In case SECP decides Single meal/dish including low-fat meal will be served (115 (Single Meal 80 and 35 Low-fat Meals Guaranteed per day)

SECP reserves the right to continue either Single Meal/low-fat or Double Meal/Buffer Lunch serving for its employees. In such scenario, rates due to increase in strength of employees in either menus must be quoted. Rates should be quoted separately meal wise i.e Double Meal/Buffer Lunch, single dish etc.

3. The lunch of 115 employees per working day will be guaranteed as stated in above Option 2.
4. The payment to the contractor will be made by SECP on monthly basis after receipt of invoice along with verifiable supporting documents.

Working Days:

Lunch will be served on Working Days Only i.e. Monday through Friday, apart from National Holidays/Holy Month of Ramadan.

SECP Facilities for Contractor

- i. Hall for serving lunch
- ii. Electricity
- iii. Tap Water for dish washing etc.
- iv. Any other item/service (to be mutually agreed).

Contractor's Liabilities & Responsibilities

- i. Kitchen Accessories
- ii. Crockery / Cutlery
- iii. Fridge / Deep freezer / Microwave Oven
- iv. Furniture and fixture required for serving area and contractor staff.
- v. Supply of drinking water i.e. Nestle, Sparklets, Kinley, Aquafina etc. or any well known brand.
- vi. Maintenance of overall cleanliness and hygiene of the Cafeteria.
- vii. Dish washing & cleanliness of the kitchen shall rest with the contractor.
- viii. Managing daily verifiable record of Officers/Staff members availing lunch facility at cafeteria.
- ix. Professional Cafeteria Staff in uniforms
- x. Keeping cafeteria hall and fixtures therein in good condition and carry out repair and maintenance (if required).
- xi. Any other item/service essential for running cafeteria service with approval of SECP Management.

Technical Proposal Requirement & Evaluation Procedure

Description	Marks	Detail
Year of Establishment /Experience (1 mark per year)	5	To be provided on Annex-1
Similar Job /Contract (Completed) (04 Marks each job, maximum 03 contract/jobs will be considered)	12	To be provided on Annex-2
Similar Job /Contract (In-hand) (04 Marks each job, maximum 02 contract/jobs will be considered)	8	To be provided on Annex-3
Bank Certificate for Financial Soundness	10	Bank certificate to be provided
Litigation History (5 marks will be awarded to the applicants having no litigation rest pro rata)	5	To be provided on Annex-4
Verification of quality of food and service [from the similar current & previous clients of the bidder]	20	To be filled by the Purchase Committee of SECP or Nominees on Annex-5
Total	60	

Note: The above data forms can be verified independently by SECP and any misstatement by the bidder may result in termination of contract, forfeiture of pending payments along with performance security and black listing of bidder.

Evaluation Criteria

Each bid shall have both Technical and Financial proposals. Weightage of Technical and Financial proposals will be 60% and 40% respectively. Minimum threshold for qualifying in the technical proposal is 60%. Financial bids of only technically qualified bidders shall be opened. The bidder obtaining highest marks combining both Technical and Financial proposals will be awarded the contract.

Evaluation criteria of financial proposal is as under:

Single Meal

$$\text{Financial Score} = 15 \times \frac{\text{Amount quoted by the lowest bidder for Single Meal in financial bid}}{\text{Amount quoted by the bidder whose financial score is to be calculated}}$$

Double Meal/Buffer Lunch

$$\text{Financial Score} = 15 \times \frac{\text{Amount quoted by the lowest bidder for Double Meal in financial bid}}{\text{Amount quoted by the bidder whose financial score is to be calculated}}$$

Low Fat Meal

$$\text{Financial Score} = 10 \times \frac{\text{Amount quoted by the lowest bidder for Low fat meal in financial bid}}{\text{Amount quoted by the bidder whose financial score is to be calculated}}$$

Note: If two or more bidders obtain equal marks in aggregate, and become best evaluated bidders then the contract will be awarded to the one with lowest financial bid.

Bid Submission Form

Lunch for SECP Employees at Cafeteria

Description	Strength of Employees	Flat Rate (Rs.) Per head Per Meal for Lunch inclusive of all taxes (List of menu attached)
Single Meal	55	
Double Meal/Buffer Lunch	25	
Low Fat Meal	35	

In case we opt for only one or two of above mentioned meals

Description	Strength of Employees	Flat Rate (Rs.) Per head Per Meal for Lunch inclusive of all taxes (List of menu attached)
Single Meal	80	
Low Fat Meal	35	

SECP reserves the right to continue either Single Meal/low-fat or Double Meal/Buffer Lunch serving for its employees.

Signature _____
With Seal

Annex “D”**Menu for Double Meal/Buffer Lunch**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chicken Karahi	Mutton Qorma	Chicken Biryani	Vegitable Gosht	Chicken Shashlik
Shahi Dal Mash Fried	Mixed Vegitable	Chicken Seekh Kabab	Dal Chana Fried	Vegetable Rice
Fresh Salad/Seasonal Fruit	Apple Cabbage Salad	Seasonal Fruit	Fresh Salad	Chicken Shami Kabab/Fried Fish
Raita	Raita	Fresh Salad	Raita	Pasta Salad
Fresh Roti /Naan	Fresh Roti /Naan	Mint Raita	Fresh Roti /Naan	Raita

Menu for Single Meal Lunch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chicken Biryani	Kari Pakora	Chiken Karahi	Allu Chicken Qeema	Chicken Qorma
Fresh Salad/Fresh Fruit	Apple Cabbage Salad	Salad/SeasonalFruit	Fresh Salad	Fresh Salad
Mint Raita	Nan/Roti	Nan/Roti	Nan/Roti	Nan/Roti

Menu for Single Low-Fat Lunch Associated to Single Meal

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Brown Chicken/egg Sandwich with Fresh Salad	Boiled Rice	Chicken Noddeles with Fresh Salad	Gilled Fish	BRB Q Chiken Tikka with Garlic bread Slices
Chicken Corn Soup	Dal Masoor	Hot & Sour Soup	Garlic & vegetable Rice	Steamed Vegetables
Seasonal Fruit	Seasonal Fruit	Seasonal Fruit	Seasonal Fruit	Seasonal Fruit

Note: Mentioned Menus are samples Menu. Change/modification in Menu will be made with mutual agreement of SECP and Successful bidder.

Experience Record

S. No.	Name of Restaurant/Hotel/ Guest House	Date of Establishment

Note: Proof of Establishment must be attached.

(Signatures, Name & Official Seal)

Details of Projects of Specific Nature (Completed)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Organization/Client
3	Organization/Client Address
4	Value of the Contract on Monthly Basis
5	Date of Award
6	Date of completion
7	Any other detail

Note: Copies of Satisfactory Completion Certificate(s) must be attached.

(Signatures, Name & Official Seal)

Details of Projects of Specific Nature (In Hand)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Organization/Client
3	Organization/Client Address
4	Value of the Contract on Monthly Basis
5	Date of Award
6	Any other detail

Note: Copies of contract awards must be attached.

(Signatures, Name & Official Seal)

Litigation History

Applicant should provide information on any history of litigation or arbitration resulting from projects executed in the last 05 years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of the Client, cause of litigation, and matter in dispute	Disputed Amount in PKR

(Signatures, Name & Official Seal)

Verification of Service Quality**Name** _____**Address** _____**Visit date and time** _____

S. No.	Description	Max Marks	Excellent (5)	Very Good (3)	Good (1)	Unsatisfactory
1	Cleanliness & Hygiene of Hall and Kitchen	5				
2	Quality of Food / Raw Material Used	5				
3	Chef / Staff Cleanliness & Hygiene	5				
4	Service Quality including Crockery& Cutlery, Uniform, etc.	5				
Overall Rating						

(Signatures of the Officer (s))