



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**No. T# 04/18-19**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers and the principal's authorized dealers/distributors/partners/resellers (where applicable) based in Pakistan and registered with sales tax department, having national tax number (NTN) for:

### **Supply and Installation of Floor Stand & Split Air Conditioner(s)**

Interested bidder (s) may get documents containing detailed terms and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, date and location for opening of bids, bids evaluation criteria, clarification/rejection of bids etc. from the undersigned and can also be downloaded from <https://www.secp.gov.pk/procurement/> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before January 07<sup>th</sup>, 2019 at 1500Hrs and will be opened on the same day at 1530Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 021- 99213424 Email: [deepak.jewani@secp.gov.pk](mailto:deepak.jewani@secp.gov.pk) during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

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

1. **Tender Identification Number: TENDER # 04 / 18-19**

2. **The Procurement Agency is:**

**Securities and Exchange Commission of Pakistan**

4th Floor, State Life Building # 2, Wallace Road, Off: I.I.  
Chundrigar, Karachi.

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 the suppliers and principal's authorized dealers/distributors/partners/resellers based in Pakistan and registered with sales tax department, having national tax number (NTN) for

**Supply and Installation of Floor Stand & Split Air Conditioner(s)**

**through**

### **SINGLE STAGE ONE ENVELOP METHOD**

**Pre Bid Meeting: In order to obtain full understanding of the TORs/requirements, a meeting of the bidders is scheduled on Dec 27<sup>th</sup>, 2018 at 1000Hrs at SECP Karachi Office. Those who wish to attend/ participate should inform the undersigned.**

5. The relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website:  
<https://www.secp.gov.pk/procurement/>
6. The bid validity period shall **be 150 days**.
7. The amount of the bid and bid security shall be in Pak rupees.
8. The bids should be accompanied by bid security (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 6 months in favor of Securities and Exchange Commission of Pakistan.
9. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
10. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
11. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
12. Bid security of successful bids/bidders will alone be retained and that of the rest will be returned.

13. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the SECP, Islamabad.
14. 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 bid security submitted with the bid will be forfeited in favor of the Commission.
15. The quantities required may vary according to SECP requirement.
16. 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.
17. The language of the bid is English and alternative bids shall not be considered.
18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
19. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bid will not be entertained and may disqualify the original offer.
20. Prices quoted shall correspond to 100% of the requirements specified.
21. Discounts (if any) offered by the bidder shall be part of the bid.
22. **Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission. Bids of all those suppliers not found on ATL on the bid opening day shall be rejected.**
23. 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.
24. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable
25. Bidder 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 01 year and proof of company as legal entity.
26. Any bidder who has ever supplied substandard items to SECP shall be considered ineligible for taking part in this tender competition.
27. Bid qualifying all requirement and quoting lowest cost with respect to each item will be selected.
28. 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.
29. Place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chundrigar, Karachi.
30. Sealed bids may be dropped in the tender drop box placed at SECP, 4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chundrigar, Karachi.
31. The envelopes shall bear the following additional identification marks:

Bid for: Supply and Installation of Floor Stand & Split Air Conditioner(s)  
**Bidder Name:** XYZ  
**Attention:** **Deepak Kumar Jewani**  
Deputy Director Admin,  
4th Floor, State Life Building # 2, Wallace Road, Off: I.I.  
Chundrigar, Karachi

32. The deadline for the submission of bids is:

**Date: January 07, 2019**

**Time: 1500 Hrs.**

33. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4th Floor, State Life Building # 2, Wallace Road, Off: I.I.  
Chundrigar, Karachi

**Date: January 07 , 2019**

**Time: 1530 Hrs**

34. A statement “**Do Not Open Before 1530Hrs on January 07, 2019**” 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. Clarification if any on the technical requirement may be obtained from:  
[Deepak.jewani@secp.gov.pk](mailto:Deepak.jewani@secp.gov.pk)

## **A. TORs ( Term of References ) & BOQ**

## **Annex “A”**

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

# **Terms of Reference**

## **Annexure- A**

- Bidder must have at least 02 years of experience of similar projects for corporate offices.
- Rates quoted shall remain fixed till the purchase order is issued.
- Interested bidders may visit site before submitting their bids.
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Rates** of each item must be quoted separately.
- **Delivery& Installation time** within two-week time of receiving of Purchase Order (P.O).
- **Warranty Period:** warranty must be mentioned on the quotation.
- Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
- Copper pipe cost separately maybe quoted. ( if any vendor is interested )

**Note: Prices may be quoted per unit &/ per sq ft and lowest vendor will be selected.**

SECP reserves the right to select any type/capacity of AC(s) as per its requirement and bidder will have to supply the same.

**BOQ/Requirements:**

S. No.	Item Description	Ton(s)	Qty
1.	Providing and installation of Air Conditioners that has in-built copper condenser & wiring along with free kit of 10ft. Copper Pipe.	2.0/24000 BTU	2

S. No.	Item Description	Ton(s)	Qty
1.	Providing and installation of Floor stand Air Conditioner that has in-built copper condenser & wiring	2.0/24000 BTU	3

**Note: Price of each AC Type like Cassette split etc. shall be quoted separately**