



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 11/18-19**

### **Invitation to Bid**

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers/financially sound contractors registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue/Relevant Tax Authority for:

Requirements	Tender Reference Number
Renovation of SECP Fitness Centre	T# 11(i)/18-19
Supply and Installation of GYM Equipment	T# 11(ii)/18-19

Interested suppliers/Contractors may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, 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.

Bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before February 06, 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. 051-9207091-4 (Ext-437) (Monday to Friday excluding Public Holidays)

Deputy Director (**Admin**)

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

1. **Tender Identification Number: T#11(ii)/18-19**
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 & Exchange Commission of Pakistan invites sealed bids from well reputed and financially sound contractors/suppliers registered with income tax and sales tax departments for

### **“SUPPLY AND INSTALLATION OF GYM EQUIPMENT”**

through

### **SINGLE STAGE TWO ENVELOP METHOD.**

4. The Procurement Agency is:

**Securities and Exchange Commission of Pakistan**  
NICL Building, 63-Jinnah Avenue, Blue Area,  
Islamabad

5. 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.
6. Initially, only the envelope marked “TECHNICAL BID” shall be opened publically. The envelope marked as “FINANCIAL BID” shall be retained.
7. After the evaluation and approval of the technical bid, financial bids of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful bidders will be returned.
8. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
9. The bid validity period shall be 150 days.
10. In order to obtain full understanding of the TORs, interested bidders may visit site and for exact measurement and understanding of actual work required, if applicable
11. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
12. The amount of the bid and bid security shall be in Pak rupees.
13. The bids should be accompanied by bid security (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 6 months in favor of **Securities and Exchange Commission of Pakistan**.
14. Bids not accompanied by bid security or with less amount of bid security will not be entertained.

**15. The bid security shall be submitted in a third sealed envelope with the technical bid.**

16. The bid security of successful bidder (s) will be retained and that of other bidders will be returned after award of contract.
17. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
18. If the bid is withdrawn after opening of bids and 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.
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. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
22. 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 bids will not be entertained and may disqualify the original offer.
23. The rates must be quoted strictly in accordance with our documents and Annex(s).
24. Discounts (if any) offered by the bidder shall be part of the bid.
25. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
26. 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 lowest 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.
27. All software based items contains installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
28. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes. (if applicable)
29. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment/services delivered.(if applicable)
30. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.
31. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
32. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
33. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
34. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
35. 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.

36. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
37. The bids received after the due date and time will not be entertained.
38. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
39. Bidders do not have the option of submitting their bids electronically.
40. Telegraphic and conditional bids will not be accepted.
41. Unsealed bids will not be entertained /received.
42. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
43. Place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
44. The envelopes shall bear the following additional identification marks:

<b>Bid for:</b>	<b>Supply and Installation of GYM Equipment.</b>
<b>Bidder Name:</b>	<b>XYZ</b>
<b>Attention:</b>	<b>4<sup>th</sup> Floor, NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad.</b>

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

**Date: February 06, 2019**

**Time: 1500 Hrs.**

46. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**

4<sup>th</sup> Floor, NICL Building, 63-Jinnah Avenue, Blue Area,

**Date: February 06, 2019**

**Time: 1530 Hrs**

47. A statement “(Do Not Open Before **1530Hrs on February 06, 2019**)” shall be clearly mentioned on the top of the sealed bid.

**Note:**

Attachment Details are as under		
1.	TORs for Supply of GYM Equipment	(Annex “A”)
2.	Quantity/Specifications of GYM Equipment	(Annex “B”)

- 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 - Supply of GYM Equipment**

**Mandatory Requirements:** (Proof/supporting documents needs to be enclosed for the evaluation)

- Brief Profile of the bidder mentioning the list of clients in Government Organizations, Autonomous bodies, Reputed Private Institute/Organizations wherein similar Gym equipment have been supplied with value of PO. Bidder without any relevant experience shall not be eligible to bid.
- Copy of Authorized Distributor/Dealer/Partner/ Certificate .
- Copies of Income Tax Certificate and Sales Tax Certificate.
- Bid security of successful bidder will be released after submission of Performance Guarantee i.e. Bank Guarantee, equivalent to 10% of the value of Purchase Order. The Performance Guarantee will be released after completion of warranty period of all equipment supplied and installed.
- Successful contractor firm shall be bound to provide the required items within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week on pending items shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.
- Technical specifications along with brochures of the quoted equipment with make/model proposed to be supplied.

**General Terms & Conditions:**

- Details of after sale warranty/guarantee and annual maintenance charges shall be provided unambiguously.
- Name of manufacturer must be clearly specified while indicating the make of product.
- Payment Terms:
  - a. No advance payment will be made.
  - b. 70% against delivery of equipment
  - c. 20% on installation & commissioning of equipment.
  - d. 10% after completion of 3 months commissioning.
- Any conditional offer or any deviation from terms and conditions of the tender shall render the tender liable to rejection.
- Bidder is responsible for installation & commissioning of gym equipment.
- Rates quoted should include delivery, installation and commissioning at desired location of the SECP i.e. Head Office, Islamabad.
- Technical details/literature/operation manual etc of each equipment/machine must be provided with the bid.
- It shall be normally presumed that equipment are available ex-stock and shall be supplied immediately. If not so, delivery period shall be specifically mentioned in the bid but it should not exceed 60 days from the date of issue of Purchase Order.
- Bidder must have relevant certificate to sell and service the quoted items in Pakistan. Copies of Authorized Distributor/Dealer/Partner/ Certificate must be attached with the bid.
- Bids of quoted equipment submitted without Authorized Distributor/Dealer/Partner/ Certificate shall not be accepted.
- All damaged or unapproved gym equipment shall be returned at the risk and cost of the authorized dealers/suppliers and incidental expenditures there upon shall be borne by the bidder.
- Defective or unaccepted gym equipment will be replaced at entire cost and risk of the selected bidder only. SECP will not bear any expenses on this account.
- Warranty period, wherever applicable, should be clearly specified as per Company/Manufacturer's rules/norms. Under no circumstances, it shall not be less than 12 months. Maintenance of all the equipment till completion of Warranty period shall be responsibility of the successful bidder.

- The SECP requires that the bidder under this bid observes the highest standards of ethics during the procurement and execution process under PPRA rules.
- The Commission reserves the right to increase/decrease the required number of items and quantity duly mentioned below at Annexure-B.

## Detail of Gym Equipment Required

S.N	Items	Body Part	Description	Qty	Quoted Price incl. of all applicable taxes (Rs.)
<b>Category A</b>	<b>Cardio Machines</b>				
1	Heavy Duty Treadmill	Cardio	Life Fitness Integrity Series with LCD screen, WIFI and Entertainment (INTSX) or equivalent	1	
2	Rowing machine	Cardio	Concept 2 Rowing Machine- Model D with PM5 Monitor or equivalent	1	
<b>Total Quoted Price of Category A</b>					

<b>Category B</b>	<b>Strength Machines</b>	<b>Body Part</b>	<b>Description</b>	<b>Qty</b>	<b>Quoted Price incl. of all applicable taxes (Rs.)</b>
1	Multipurpose machine (Cable Crossover)	Multi body parts	Body Strong Cross Over, Model TNT-005 or equivalent	1	
2	Pec fly machine	Chest	Body Strong BMW 002A or equivalent	1	
3	Preacher Curl Machine	Biceps	Body Strong A-006 or equivalent	1	
4	Lat pull-down machine	Back	Body Strong BMW-012B or equivalent	1	
5	Horizontal Leg press	Quadriceps	Body Strong BMW-015 or equivalent	1	
6	Leg extension machine	Quadriceps	Body Strong BMW-014 or equivalent	1	
7	Decline Crunches bench	Abs	Body Strong M-024 or equivalent	1	
8	Back extension bench	Back	Body Strong M-026 or equivalent	1	
9	Smith Machine	Chest/legs	Body Strong M-20 or equivalent	1	
<b>Total Quoted Price of Category B</b>					

<b>Category C</b>	<b>Misc. Items</b>		<b>Description</b>	<b>Qty</b>	<b>Quoted Unit Price incl. of all applicable taxes (Rs.)</b>	<b>Quoted Total Price incl. of all applicable taxes (Rs.)</b>
1	Dumbbells (Rubber Coated)	Pairs	12Kg	1		
			20 Kg	1		
			22 Kg	1		
			28 Kg	1		
			30 Kg	1		
			35 Kg	1		
2	Disk Weights (Rubber Coated)	Pairs	20 Kg Pairs	5		
			15 Kg Pairs	4		
			10 Kg Pairs	10		
			5 Kg Pairs	6		
			2.5 Kg	5		
3	Rod Rack	Each	Local made (sample can be seen from office)	1		
4	Weight Lifting Rods:	Each	20Kg 7ft Olympic bar	1		
			15Kg 5ft Olympic bar	1		
			4ft Olympic bar	1		



			Ez bar	1		
5	Sound System	Each	Complete Sound System with Amplifier and 4 speakers, Model Yamaha RX-V781 or equivalent	1		
6	Biometric Machines	Each	ZKTEC F-18 or equivalent	2		
	<b>Total Quoted Price of Category C</b>					

**Note:**

**Bidders can quote any equivalent equipment/product of any brand in response to the above requirement. However quoted model/product must be compatible with the existing installations at SECP and above specifications.**

**Bidders are required to quote for a COMPLETE CATEGORY and not for selective items within each category i.e. A. Cardio Machines or B. Strength Machines or C. Misc. items.**

**Further, financial bids will be evaluated on the basis of total price quoted against each category. Bid found in compliance of the mandatory requirements and quoting lowest cost (category wise) shall be selected.**