



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(i)/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

“RENOVATION OF SECP FITNESS CENTRE”

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 during 10am to 4PM on working days.
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 (where applicable and 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:

Bid for:	Renovation of SECP Fitness Centre.
Bidder Name:	XYZ
Attention:	4th Floor, NICL Building, 63-Jinnah Avenue, Blue Area, Islamabad.

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
4th 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.

48. Successful bidder for Renovation work would sign an agreement/contract with the Commission. However, SECP reserves the right to hire the services/purchase required items, by issuing a Purchase Order and to engage the selected bidder in an agreement/contract.

Note:

Attachment Details are as under		
1.	TORs for Renovation of SECP Fitness Centre	(Annex “A”)
2.	BOQ for Renovation of SECP Fitness Centre	(Annex “B”)
3.	Sample Contract for Renovation of Fitness Centre	(Annex “C”)

- 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
RENOVATION OF SECP FITNESS CENTRE

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

- Copies of Income Tax and Sales Tax Certificates.
- Brief Profile of the bidder mentioning the list of clients in Government Organizations, Autonomous bodies, Reputed Private Institute/Organizations where similar renovation project executed in last three years along with project cost. Bidder without any relevant experience shall not be eligible to bid.
- Bidder shall submit rates as per BOQ (Annex B). **In case bidder does not quote rate against any item/requirement of BOQ, then its bid shall not be considered and will be rejected.**
- 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 06 months after renovation works.
- Successful contractor/firm shall be bound to provide the required services within the delivery period of 15 days. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week of pending works shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.

Annexure-B

Title:	Bill of Quantities (BOQ)				
BOQ item No.	Description	Unit	Qty	Unit Price incl. of all applicable taxes (Rs.)	Total Amount incl. of all applicable taxes (Rs.)
1	Looking Glass: 5MM Imported Belgium made Glass or equivalent including transportation and Installation	Sqft	585		
2	GYM Floor Tiles: A. Free Weight Area: Red colored 20MM imported gym flooring for an estimated area of 220 sqft	Sqft	220		
	B. Common Area: 2MM PVC flooring for an estimated area of 1280 sqft.	Sqft	1280		
4	Paintwork: Good quality paintwork is required at Ceiling and washroom area of the Gym.	Sqft	1,700		
5	Electrical Works: 25 LED lights (12w) needs to be replaced and existing power points are required to conceal for the improved outlook.	Job	1		
6	Towel Stand: A towel stand for approximately 25-30 members needs to prepare. Size 6*4	No	1		
7	Counter Removal: Existing counter is required to remove to create more space for additional machines.	Job	1		
8	Polish work: Lockers cabinet is required to polish.	Job	1		
Total renovation Cost incl. of all applicable taxes (Rs.):					

Bid found in compliance of the mandatory requirements for renovation works and quoting lowest cost shall be selected.

SAMPLE AGREEMENT

This agreement ("Agreement") is made on this the —— day of ----- at Islamabad.

BY AND BETWEEN

Securities & Exchange Commission of Pakistan, a statutory body established in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 with its head office located at **NIC Building, 63 Jinnah Avenue, Islamabad** (the "Commission", which expression shall, where the context so admits, include its successors in interest and permitted assigns) of the One Part

AND

XYZ a company incorporated under the Companies Ordinance, 1984 having its registered office at -----
----- (the "Agreementor" which expression shall, where the context so admits, include its successors in interest and permitted assigns) of the other part;

Commission and the Agreementor shall hereinafter be referred to as the "Parties" collectively and the "Party" individually and interchangeably.

WHEREAS:

1. The Commission is desirous to renovate its SECP Fitness Centre situated at its Head Office, NICL Building, Islamabad ("**Premises**").
2. The Agreementor represents and warrants that it has the relevant expertise and adequate skills to provide the Services required by the Commission.
3. The Commission has approved and the Agreementor has agreed for the provision and installation of all materials, labor and supervision to perform the Services described in attached schedule as mentioned in (BOQ/TORs) "**Annexure -A**".
4. The Agreementor represents that it can execute the same as per Specifications in (BOQ/TORs) Annexure "A" and to complete the work renovating the Premises on the terms and conditions set out hereunder.

Now Therefore it is Agreed Between The Parties as Follows:

The recital hereof shall form an integral part of this Agreement.

ARTICLE 1– DEFINITION AND INTERPRETATION

- 1.1 For the purposes of this Agreement, the following terms shall have the meaning set out herein, unless the context requires otherwise.
 - a. "**Agreement**" means this agreement **dated** along with its Annexure and Appendices.

- b. **“Design”** means the basic Design and concept provided by or approved by the Commission for the renovation, of the Premises set out generally as (LAYOUT/BOQ/TORs) **“Annexure – A”** hereto.
- c. **“Premises”** means SECP Fitness Centre of the Commission’s Head Office at NICL Building, Islamabad.
- d. **“Specifications”** means the description of materials and details of renovation work as outlined in (BOQ/TORs) **“Annexure -A”** attached hereto and approved by the Commission.
- e. **“Services”** bears the meaning attributed thereto in clause 2.1.

- 1.2 In this Agreement any reference to an Article, a Schedule or an Appendix shall be a reference to an Article, Schedule or Appendix of this Agreement.

ARTICLE 2 – OBJECT OF THIS AGREEMENT AND SCOPE OF WORK OF AGREEMENTOR

- 2.1 The Services under this Agreement is for the Agreement or to renovate SECP Fitness Centre as per approved Design (Annex-A)
- 2.2 In case of any additional item proposed / made by the Client to the scope and price will be adjusted accordingly and signed by both the Parties based on the existing Agreement and market price on that time as guideline.

ARTICLE 3 – PRICE

- 3.1 In consideration of the performance by the “AGREEMENTOR” of its obligations under this Agreement to the satisfaction of the Commission, the Agreement price (“Price”) to be paid to the Agreementor shall be **Rs. ____/-** (Rupees 00000 Only, Inclusive of all Applicable Govt Taxes and duties but not limited to excise duty, Sales tax, or any other taxes or levies). All Services shall be executed / supplied as one Job as per (BOQ/TORs) **“Annexure -A”** and design layout as per design provided by the/Commission”.
- 3.2 All payment will be subjected to withholding tax deductions at source as per regulations, if relevant.
- 3.3 Any and all payments made under this Agreement shall be less any Government taxes, which the Commission is by law required to deduct.

ARTICLE 4 – TERMS OF PAYMENT

- 4.1 The Agreementor shall provide Bid Security to the satisfaction of the Commission.
- 4.2 No advance payment will be made to agreementor. The agreed amount shall be paid to the agreementor after the completion of work after submission of invoice.
- 4.3 The quantity of work done will be verified by Client/Commission. Final bill will be supported by verified measurement of the actual work done.
- 4.4 Invoice being submitted to the Commission shall cleared within specified time period of the Finance deptt of commission of their submission, exclusive of dates of submission and payment.

ARTICLE 5 – PERFORMANCE GUARANTEES

5. The Agreementor shall ensure that only such materials as shall be of the respective kinds described in the design and (BOQ/TORs) **“Annexure - A”** shall be approved and only such workmanship as conforms with the Design. Agreementor will ensure that all material used for renovation is fit for the

purpose it is intended, is free from defects. The Agreementor shall arrange samples of all relevant materials and get its approval from the Client/ Commission.

- 5.1 The Services shall be completed and the Premises handed over to the Commission within the agreed period of 15 days (with best possible try to complete the work early) from the completion date of the Agreement, however, the Commission shall have a right to make deduction equivalent to 1% (of the PO/contract Value) per week or pending works shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.
- 5.2 If the project could not be completed in maximum two weeks from the execution date of the Agreement due to delay of payments, approvals or any other reason caused by the Commission, then the charge specified in Article 5.1 shall be waived off.

ARTICLE 6 – ADDRESSES OF THE PARTIES

- 6.1 The authorized representatives of both the Parties alongwith their addresses are as follows.

Commission: Securities & Exchange Commission of Pakistan NICL Building, Blue Area, Islamabad, Pakistan

Attention

Agreementor:

Attention:

ARTICLE 7

TERMINATION BY THE AGREEMENTOR

If the Coordinator fails to issue a payment certificate for a period of thirty days through no fault of the Agreementor, or if the Commission fails to make payment thereon for a period of thirty days from issuance of a payment certificate, the Agreementor may, upon fourteen days' written notice to the Commission, terminate the Agreement, provided however, that the Commission shall first have an opportunity to remit such payment within the fourteen day period following written notice.

TERMINATION BY THE COMMISSION:

If the Agreementor defaults or neglects to carry out the Work in accordance with the Agreement Scope of work or fails to perform any provision of the Agreement, the Commission may, after Seven days' written notice to the Agreementor and without prejudice to any other remedy Commission may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Agreementor or, at Commission's option, may terminate Agreementor's work under the Agreement and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Agreementor and may finish the Work by whatever method Commission may deem expedient, and if the unpaid balance of the Agreement Sum exceeds the expense of finishing the Work, such excess shall be paid to the Agreementor, but if such expense exceeds such unpaid balance, the Agreementor shall pay the difference to the Commission. These rights and remedies are in addition to any right to damages or other rights and remedies allowed by law.

ARTICLE 8 – DISPUTE RESOLUTION

- 8.1 **Amicable settlement.** The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Agreement.
- 8.2 **Dispute settlement.** Any dispute between the Parties arising under this Agreement, which cannot be amicably settled within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 (Act No. X of 1940). Any Services to be performed under the Agreement shall, if reasonably practicable, continue during the arbitration proceedings and no payment due to or by the Commission shall be withheld on account of such arbitration proceedings.
- 8.3 The matter shall be referred to a sole arbitrator as agreed by both Parties.
- 8.4 The seat of arbitration shall be Islamabad, Pakistan and the language of arbitration shall be English.
- 8.5 In case the Parties do not agree to the appointment of arbitrator, the same shall be appointed by the court of competent jurisdiction.
- 8.6 For the purposes of this Agreement, the Parties irrevocably submit to the jurisdiction of the courts of Islamabad.

ARTICLE 9 - MISCELLANEOUS

9. The Agreementor shall make its own arrangements for the engagement of all staff and labor necessary for the fulfillment of its obligations under this Agreement, and for their payment, feeding and transport. Whereas Commission allows to work Labor after office hours 1700hrs and on weekends.
- 9.1 Agreementor agrees to protect, indemnify, defend and hold harmless the Commission, its Chairman, Commissioners and employees from any claims, demands obtained by the Agreementor's staff, labor or its employees, on account of personal injury or death or any third party claim.
- 9.2 The copyright of all document prepared by the Agreementor in connection with the Agreement rests with the Commission. The Agreementor shall not be entitled either directly or indirectly to make use of these documents for carrying out work other than that required by the terms of this Agreement.
- 9.3 The Agreementor shall maintain confidentially in all matters arising out of this Agreement and which are not in the public domain for a period of five (5) years from the date of execution of this Agreement. The Agreementor shall deliver to the Commission all as built drawings and relevant warranties (wherever applicable) for equipment upon handing over of the Premises.
- 9.4 Commission shall be responsible to pay all the Utility Bills (Electricity or Backup and water supply etc.) of the Premises for the whole time period of renovation which shall not be misused by the Agreementor or its personnel.
- 9.5 Two weeks are inclusive of all gazette holidays.
- 9.6 Lead time items procurement will be done well in time.
- 9.7 Any changes alternation in plan or material etc will be obtained in writing from Client/commission.

ARTICLE 10 – ACTIONS ON BEHALF OF COMMISSION

10. The Agreementor shall take no action on behalf of the Commission in the performance of Services under this Agreement or conduct any operations relating thereto that would subject either Party to liability or penalty under any law, rules, regulation, or decrees by any Government or Authority.

ARTICLE 11 – FORCE MAJEURE

11. Neither Party shall make claim against the other Party or be deemed to be in breach of Agreement where such failure or omission is caused by Force Majeure. Force Majeure shall include, but not be limited to. Acts of God, war (declared or undeclared), insurrection, acts of terrorists, acts of governments or government bodies (including legislative bodies, courts and executive officers of agencies), unusually severe weather during the period in question,. Or any other similar matters beyond the control of or which could not have been reasonably foreseen and / or avoided by the Party affected.

ARTICLE 12 – ENTIRETY AND COUNTERPARTS

12. This Agreement including any supplement and all Appendices and Annexures hereto constitute the entire Agreement between the Parties with respect to the subject matter hereof and shall supersede all promises and representations made by one Party to the other concerning the obligations to be performed hereunder. This Agreement may not be discharged, released, supplemented, amended or modified in any manner except by an instrument in writing signed by a duly authorized representative of both the Parties.
- 12.1 This Agreement shall be executed in two counterparts, both of which shall be deemed original.

ARTICLE 13 – RELATIONSHIP

The Parties hereby agree that no terms of this Agreement shall be construed as to portray an employer-employee relationship between the Parties and that both the Parties are acting independently and at their discretion.

ARTICLE 14 – APPLICABLE LAW AND JURISDICTION

- 14.1 This Agreement is governed by the laws of the Islamic Republic of Pakistan.
- 14.2 Disputes arising out of this Agreement are subject to the exclusive jurisdiction of the courts of Islamabad, to which the Parties irrevocably submit.

ARTICLE 15 – ACCEPTANCE OF THE WORK:

The Agreementor shall correct any Work that fails to conform to the requirements of the Agreement Scope of work where such failure to conform appears during the progress of the Work, and shall remedy any defects due to faulty materials, equipment or workmanship which appear within a period of one year from the Date of Final Settlement of the Agreement or within such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by the AgreementScope of work. The provisions of this Article apply to Work done by Sub Agreementors as well as to Work done by direct employees of the Agreementor, and are in addition to any other remedies or warranties provided by law. No act of the Commission or the Coordinator, either in superintending or directing the Work, or any extension of time for the completion of the Work, shall be regarded as an acceptance of such Work or any part thereof, or of materials used therein, either wholly or in part. Acceptance shall be evidenced only by the final certificate of the Commission or Coordinator in this behalf. Before any final certificate shall issue, Agreementor shall execute an affidavit on the certificate that it accepts the same in full payment and settlement of all claims on account of Work done and materials furnished under this Agreement, and that all claims for materials provided or labor performed have been paid or set aside in full. No waiver of any breach of this Agreement by the Commission or anyone acting on Commissions' behalf shall be held as a waiver of any other subsequent breach thereof. Agreementor agrees to guarantee all work under this Agreement for a period of one year from the date of Final Settlement by the Commission. If any unsatisfactory condition or damage develops within the time of this guaranty due to materials or workmanship that are defective, inferior, or not in accordance with the Agreement, as reasonably

determined by the Commission or the Coordinator, then the Agreementor shall, when notified by the Commission or Coordinator in this behalf, immediately place such guaranteed Work in a condition satisfactory to the Commission.

ARTICLE 16 - SPECIAL/MISCELLANEOUS PROVISIONS:

Each Party hereto agrees to cooperate in all reasonable respects necessary to consummate the transactions contemplated by this Agreement, and from time to time to do such acts and things and execute and deliver such documents and instruments as may reasonably be required in order to implement the transactions contemplated hereby. Each Party hereto agrees to cooperate in the execution of subsequent Addenda, or to re-execute an amended version of this Agreement, in the event that a Party discovers: 1) a clerical error; or 2) a misinterpretation of the law; or 3) an error as to form; when such error(s) obviate or hinder the consideration, performance, or enforcement of this Agreement.

This Agreement is governed by the laws of the Islamic Republic of Pakistan and any action to enforce any of the provisions, obligations or covenants of this Agreement shall be commenced only in a court of proper jurisdiction in Pakistan.

Contractor shall not assign this Agreement. The provisions of the Agreement are binding on the heirs, successors or assignees of the parties.

The rights and remedies available under this Agreement shall be in addition to any rights and remedies allowed by law.

No failure to enforce any provision of the Agreement on account of any breach thereof shall be considered as a waiver of any right to enforce provisions of this Agreement concerning any subsequent or continuing breach.

If any provision of this Agreement is declared by any court of competent jurisdiction to be invalid for any reason, such invalidity shall not affect the remaining provisions. On the contrary, such remaining provisions shall be fully severable, and this Agreement shall be construed and enforced as if such invalid provisions never had been inserted in this Agreement.

ARTICLE 15 – STAMP DUTY

This Agreement shall be stamped in accordance with Stamp Act, 1899 by the bidder.

In witness hereof the Parties have executed this Agreement on the date abovementioned.

Builders
Mr.

COMMISSION
Mr.

Date:

Date:

WITNESS:

1) _____

1) _____

2) _____

2) _____

Annexure-A of Agreement

Bill of Quantities (BOQ) as per Annexure B of bidding Document