



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

T# 03/18-19

INVITATION TO BID

The Securities & Exchange Commission of Pakistan invites sealed bids from financially sound contractors registered with Income Tax and Sales Tax Departments for below:

Supply and Fixing of Tiles on floor(s) at SECP, Multan Office.

Interested bidders/Contractors may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, date and location for opening of bid, bid evaluation criteria, clarification/rejection of bid etc. from the undersigned and can 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 **February 15, 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. 042-99204962(Ext-53) during Office Hours (Monday to Friday excluding Public Holidays)

Management Support (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number:** **TENDER # 3/ 18-19**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan

Company Registration Office

Associate House, 3rd & 4th Floor,

7-Egerton Road, Lahore

Tel: PABX: +92 [42] 99204962-66 [53] | FAX: +92 [42] 99202044

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 bids from financially sound contractors based in Pakistan and registered with sales tax department and having national tax number (NTN) for:

Supply and Fixing of Tiles on floor(s) at SECP, Multan Office.

through

SINGLE STAGE TWO ENVELOP METHOD.

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. The amount of the bid and bid security shall be in Pak rupees.
11. **The bid security shall be submitted in a third sealed envelope with the technical bid.**
12. 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**.
13. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
14. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
15. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.
16. 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.
17. 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.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
20. 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.
21. The rates must be quoted strictly in accordance with our documents and Annex(s).
22. Discounts (if any) offered by the bidder shall be part of the bid.
23. 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 supplier/service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. 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 and second lowest evaluated bid will be awarded the contract

24. Bids shall be evaluated as per technical evaluation criteria prescribed in the bidding documents and bidders meeting all the must requirements and quoting lowest rate shall be selected.
25. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
26. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
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. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
31. Quantities may vary according to SECP requirement.
32. 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.
33. The 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.
- 34. Sealed bids may be dropped in the tender drop box placed at third Floor Associated House, 7 Edgerton Road, Lahore.**
35. Clarification if any on the technical requirement may be obtained umer.haider@secp.gov.pk
36. The bids received after the due date and time will not be entertained.
37. Successful bidders shall be bound to provide the required equipment/services within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the

PO/contract Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.

38. The place of bid destination is: **Securities and Exchange Commission of Pakistan**, third floor Associated House , 7 Edgerton Road , Lahore.

39. The envelopes shall bear the following additional identification marks:

Bid for: "Supply and Fixing of Tiles on floor(s) at SECP, Multan Office.

Bidder Name: XYZ

Attention: **Umer Haider**

Management Support (Admin), 3rd Floor

Associated House , 7 Edgerton Road, Lahore

40. The deadline for the submission of bids is:

Date: February 15, 2019

Time: 1500Hrs

41. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

3rd Floor Associated House ,7 Edgerton Road, Lahore

Date: February 15, 2019

Time: 1530Hrs

A statement "Not to be opened before 1530 Hrs on Date: **February 15, 2019**" 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"

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

Annex “A”

TERMS OF REFERENCE (TOR's):

SUPPLY AND FIXING OF FLOOR TILES ON FLOOR(S) at SECP Multan Office”

- ❑ Removal and reinstallation of workstations including UPS, Power, Data, and Voice points from the Partitions/work stations from the floor(s). Installation of tiles with proper care and re-connection of all points as per already designed and route given by the client.
- ❑ Fixing of floor tiles of approved color and shade laid in tile bond over base floor layer (chipping of existing floor required) including 6mm jointing and grouting with tile grout of matching pigment. Cleaning and curing complete in all respect.
- ❑ Imported 16’ x 16’ and 24’ x 12’ imported quality/sample as approved by the Client
- ❑ Exact measurements can be taken by visiting the site
- ❑ To ensure all UPS, Power, Voice, LAN points are fully operational (Fluke test will be conducted by IT department) after re-installation.
- ❑ Removal of existing carpet tiles at floor, wooden skirting at few areas.
- ❑ The contractor shall be responsible for removing carpet, debris and other wastage from site and dispose off at identified space by the Client.
- ❑ Supply and Fixing of Tiles on floor(s) Completion timeline will be 30 working days
- ❑ Interested vendors / firms may visit site (Multan) for inspection

Contact Person for Multan Office:

Nasir Butt

Contact # 0333 6107773

**63-A, 2ND FLOOR, NAWA-I-WAQT BUILDING,
ABDALI ROAD, MULTAN.**

Note:

- ❑ Site visit is mandatory to understand the work requirement.
- ❑ Invoice will be verified and paid based on actual measurement.
- ❑ No mobilization advance will be paid.
- ❑ The contractor shall ensure safety of its staff and will provide necessary equipment's.

Tiles Requirements:

Exact measurements can be taken by visiting the site. However, requirements are as under:

Floor tile area	2250 sq. Ft
Tile area for skirting	150 Sq. Ft
Total tile area	2400 Sq. Ft

Note:

(1) Bidders are required to submit separate rates as under

Rate per Sq. feet of tile with Complete fitting & installation	Total Quantity	Total quoted price for tile work	Brand Name
			Master or Equivalent

1) Quoted rates shall be inclusive of all applicable taxes and detail of taxes included shall be mentioned.

(3) In case bidder has not given any details regarding taxes then quoted rates in the bid will be considered inclusive of all applicable taxes.

(4) Bid money of the total quoted cost against confirmed requirement may only be submitted.

Annex “B”

Evaluation Criteria

Bidders will be evaluated on the basis of their technical & financial proposals as per following criteria.

Technical Evaluation criteria

SR.	REQUIREMENT	SPECIFICATIONS	WEIGHTAGE
1.	SIMILAR PROJECTS EXECUTION EXPERIENCE	Award and successful completion projects of similar nature (05 marks for each project.)	25
2.	PROJECTS IN HAND	Present details of major projects in hand (05 marks for each project.)	25
5.	PEC/PCATP	Registration with PEC/PCATP	10

Financial Evaluation Criteria

1. Bid(s) found eligible and securing minimum 60% marks shall be considered at par/equivalent.
2. Bid(s) found eligible and securing minimum 60% marks shall ONLY be considered for financial evaluation.
3. Bid(s) found eligible and securing minimum 60% marks and quoting lowest rates shall be selected.