



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 15/18-19**

### **Invitation to Bid**

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

### **SUPPLY AND INSTALLATION OF ELECTRICAL WIRES AND ACCESSORIES/ELECTRICAL INSTALLATION**

Interested bidder/Contractor may get bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, Terms of reference, evaluation criteria, clarification/rejection of bids etc. against above requirement 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 **April 01, 2019** by 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. 051-9207091-4 (Ext-437) or by sending an email at [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@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 # 15/18-19**
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 financially sound suppliers/contractor (s) registered with Income and Sales Tax Departments and who are on Active Taxpayers List (income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

### **SUPPLY AND INSTALLATION OF ELECTRICAL WIRES AND ACCESSORIES/ELECTRICAL INSTALLATION**

through

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

5. Only registered suppliers who are on Active Taxpayers List (Income and Sales Tax) of FBR are eligible to supply goods/services to the Commission.
6. If any supplier is not in ATL during the payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
7. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
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 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**.
12. **Bids not accompanied by the bid security or with less amount of bid security will not be entertained.**
13. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.

14. During the retention period, money can be utilized by Commission. Moreover no interest / markup will be provided on this amount by Commission to bidder at the time of refund/release of bid security.
15. 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.
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 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.
20. The rates must be quoted strictly in accordance with our documents and Annex(s).
21. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
22. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
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 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.
24. Bids shall be evaluated as per evaluation criteria if prescribed in the bidding documents.
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. 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. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
29. 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. (if applicable)

30. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
31. Unsealed bids will not be entertained.
32. SECP shall disqualify any bidder if it finds at any stage/time that the information submitted by the bidder is false and materially inaccurate.
33. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
34. Clarification if any on the technical requirement may be obtained by sending an email at [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk) OR [asim.ayaz@secp.gov.pk](mailto:asim.ayaz@secp.gov.pk)
35. The bids received after the due date and time will not be entertained.
36. Successful bidders shall be bound to provide the required 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.
37. The place of bid destination is: **Securities and Exchange Commission of Pakistan, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.**
38. The envelopes shall bear the following additional identification marks:

**Bid for:**

**SUPPLY AND INSTALLATION OF  
ELECTRICAL WIRES AND  
ACCESSORIES/ELECTRICAL  
INSTALLATION.**

**Bidder Name:**

XYZ

**Attention:**

**M. Ubaidullah Khalid**  
Deputy Director (Admin),  
4th Floor, NICL Building, 63 Jinnah  
Avenue, Blue Area, Islamabad.

39. The deadline for the submission of bids is:

**Date: April 01, 2019**

Time: 1500Hrs

40. The bid opening shall take place at:

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

**Date: April 01, 2019**

Time: 1530Hrs

A statement “Not to be opened before 1530 Hrs on Date: Date: **April 01, 2019**” shall be clearly mentioned on the top of the sealed bid.

**Note:**

- The attachment details are as under

1. Detail of required items

**Annex “A”**

- If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

**Installation of Electrical Wiring and Accessories/Electrical Installation**

Items required are as follows;

S#	Items detail	UOM	QTY	Unit Price	Total
1	Cable of 130 Meter 4 core (16 mm) preferably Pakistan cable or equivalent	Per Meter	130 Meters		
2	Three phase digital meters (90A),	Per unit	1		
3	03 circuit breakers (100 A),	Per unit	3		
4	06 circuit breakers (20A),	Per unit	6		
5	20 cable thimble brass (10mm),	Per unit	20		
6	50 ceiling lights,	Per unit	50		
7	06 coil wire (7/29),	Per Coil	6		
8	10 coil wire (3/29),	Per Coil	10		
9	600 feet PVC pipe,	Per feet	600 feet		
10	06 switch Plates,	Per unit	6		
11	1 DB box for main supply	Per unit	1		
12	20 Power Plugs	Per unit	20		
<b>Total Cost (items) with all applicable Taxes</b>					
13	Complete Installation	1 Job			
<b>Total Cost (items + installation) with all applicable Taxes</b>					

**Bid Security = 5% of Total Cost (items + installation) with all applicable Taxes**

**Other Requirements**

- Bidders are required to quote against each item specified above. In case bidder does not quote against any one or more items, then its bid will be rejected.
- To ensure all UPS, Power, Voice, LAN points are operational after installation of new electrical wiring.
- The contractor shall be responsible for removing old electrical wiring and dispose-off at identified space by the Client.
- Bidder providing all the above-required items along with the complete installation and quote lowest rate shall be selected.
- 5% of amount will be retained for two months period as retention money.

Interested vendors/firms may visit site (Peshawar) for inspection,

**Contact Person for Peshawar Office:**

Saqib Aslam,

Securities and Exchange Commission of Pakistan

Company Registration Office,  
State Life Building, 1<sup>st</sup> Floor The Mall, Peshawar Cantt.  
PESHAWAR.  
Contact # 0321-9001973

**Note:**

No mobilization advance will be paid.

The contractor shall ensure safety of its staff and will provide necessary equipment's.