



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 23/18-19

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for

Supply of Furniture Items

Interested bidder 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/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before **May 13, 2019** by 1100 Hrs and will be opened on the same day at 1130Hrs.

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 during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 23/18-19**

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 capital 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 Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

Supply of Furniture Items

through

SINGLE STAGE ONE ENVELOP METHOD.

5. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any).
6. 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/>
7. The bid validity period shall be 150 days.
8. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
9. The amount of the bid and bid security shall be in Pak rupees.
10. 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.**
11. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
12. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.
13. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.

14. 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.
15. 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.
16. The language of the bid is English and alternative bids shall not be considered.
17. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
18. 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.
19. The rates must be quoted strictly in accordance with our documents and Annex(s).
20. Discounts (if any) offered by the bidder shall be part of the bid.
21. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
22. 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.
23. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes. (if applicable).
24. 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).
25. 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.
26. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
27. Bidder must submit an undertaking with the bid that the bidder is not blacklisted by any organization.
28. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
29. Tax shall be deducted/withheld as per applicable sales tax and income tax law.

30. 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.
31. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
32. The bids received after the due date and time will not be entertained.
33. SECP shall reject/disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
34. Bidders do not have the option of submitting their bids electronically.
35. Telegraphic and conditional bids will not be accepted.
36. Unsealed bid/bid security will not be entertained /received and all such bids shall be rejected.
37. Liquidated Damages (LDs): as liquidated damages, a sum equivalent to 0.5 percent of the delivery price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price.
38. The quantities required may increase/decrease according to SECP requirement.
39. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
40. Place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th floor NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
41. Payment Terms shall be as under:
- i. No Advance Payment shall be made
 - ii. Payment shall be made after complete delivery.
42. The envelopes shall bear the following additional identification marks:

Bid for:	Supply of Furniture Items
Firm Name:	XYZ Firm
Attention:	M. Ubaidullah Khalid Deputy Director, Admin, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

The deadline for the submission of bids is:

Date: May 13, 2019
Time: 1100 Hrs.

The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

4th Floor, NICL Building, 63-Jinnah Avenue, Blue Area,
Date: May 13, 2019
Time: 1130 Hrs

43. A statement “(Do Not Open Before **1130 Hrs on May 13, 2019**)” shall be clearly mentioned on the top of the sealed bid.




Note:

- **The attachment details are as under:**

1	Terms of Reference	Annex “A”
2	Evaluation criteria	Annex “B”
3	Bid Submission Form	Annex “C”

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

Terms of Reference – Supply of Furniture Items

S. No	Specifications	QTY	
1	<p>Full Height Cabinets Size: L 3' x D 1'3" x H 6'7"</p> <p>Laminate Finish on 3/4" thick Chipboard with PVC Lipping on Edges, area in Laminate Finish Swing Door Cabinet with High Quality Hinges, Lock and Handles.</p> <p>Upper Area in Swing Door 5mm Clear Glass with Laminate Frame Structure. Or in laminate doors as per our required design. No. of Shelves =02</p> <p>Lower Area in Swing Door in laminate doors as per our required design. Color of laminate will be as per our choice. No. of Shelves =01</p> <p>Master MO-SFH-o1 or Equivalent</p>	11	
2	<p>Master New Comfort Low Back Chair with hockey arms OR Equivalent</p> <p>With Rocking Mechanism</p> <p>The S-Shape back shell is designed according to the contour of human spine to provide optimum lumbar support.</p> <p>Extra torsion adjustment control to provide the desired synchro-tilt mechanism. Adjustable seat height-gaslift and swivel.</p> <p>Ergonomically designed polypropylene armrests. Guaranteed PU Master Moly-Excel Foam Seat and Backrest.</p> <p>Flexibility in the choice of upholstery-Fabric Leatherette or 5-Prong Nylon with reinforced fiber glass base for added seating support.</p> <p>Twin wheel castors, which meet requirements of BIFMA and DIN Standards</p>	40	
3	<p>Master LorEnzo High Back Chair with Knee-Tilt Mechanism OR Equivalent</p> <p>Lockable revolving and tilting mechanism pivoted at the front for extra stability regardless of the degree of inclination. The S-Shape back shell is designed according to the contour of human spine to provide optimum lumbar support. Extra torsion adjustment control to provide the desired synchro-tilt mechanism. Adjustable seat height-gaslift and swivel. Ergonomically designed polypropylene armrests. Guaranteed PU Master Moly-Excel Foam Seat and Backrest. Flexibility in the choice of upholstery-Fabric Leatherette or 5-Prong Nylon with reinforced fiber glass base for added seating support. Twin wheel castors, which meet requirements of BIFMA and DIN Standards</p>	02	

Bidders can quote any equivalent equipment/product of any brand in response to the above requirement. However, bidders shall provide specification details along with brochure of the quoted model/products.

Evaluation Criteria for Supply of Furniture Items

Technical Evaluation Criteria:

S. No.	Mandatory Requirement	Compliant (Yes/No)
1.	Product Specifications mentioned/Product Catalogue Provided	
2.	01 year (or more) warranty of manufacturing faults	
3.	Life Time free of cost service at SECP	
4.	Delivery within 40 days	
5.	Delivery at SECP Head Office, Islamabad.	

Financial Evaluation Criteria

1. Bids found in compliance with the **Mandatory Requirements** shall only be considered for financial evaluation.
2. Bids found in compliance with the **Mandatory Requirements** and quoting lowest cost shall be considered as lowest evaluated bid.

Bid Submission Form

S. No	Specifications	Qty	Unit Rate Incl. of All Taxes (Rs.)	Total Incl. of All Taxes (Rs.)
1.	Full Height Cabinets	11		
2.	Master New Comfort Low Back Chair with hockey arms OR Equivalent	40		
3.	Master LorEnzo High Back Chair with Knee-Tilt Mechanism OR Equivalent	02		
4.	Grand Total			

Bid Security Shall be 2% of Grand Total amount i.e. S. No. 4, in above table