



**SECURITIES AND EXCHANGE COMMISSION OF  
PAKISTAN**

**T# 31/18-19**

**Re - Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from financially sound contractor (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 FIXING OF FLOOR TILES ON FLOOR(S) AT SECP PESHAWAR**

**OFFICE**

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/>.

The bids prepared in accordance with the instructions in the bidding documents, must reach at the provided address (s) on or before June 11, 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 # 31/18-19**

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 invites sealed bids from financially sound contractor (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 FIXING OF FLOOR TILES ON FLOOR(S) AT SECP PESHAWAR OFFICE.**

through

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

4. Only registered suppliers who are on Active Taxpayers List (Income and Sales Tax) of FBR are eligible to supply goods/services to the Commission.
5. 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.
6. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
7. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Bid and the Technical Bid.
8. The envelopes shall be clearly marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters.
9. Initially, only the envelope marked “TECHNICAL BID” shall be opened publically. The envelope marked as “FINANCIAL BID” shall be retained.
10. 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 well in advance. Financial bids of unsuccessful bidders (technically) will be returned.

11. 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/>
12. The bid validity period shall be 150 days.
13. The amount of the bid and bid security shall be in Pak rupees.
14. 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**.
15. **Bids not accompanied by the bid security or with less amount of bid security will not be entertained.**
16. **The bid security should be submitted in a separate third sealed envelope with the technical bid.** Sealed Envelope of bid security should not be placed in the envelope of financial proposal.
17. **Bids shall be rejected if bid security is not submitted as per requirement.**
18. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.
19. 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.
20. 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.
21. 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.
22. The language of the bid is English and alternative bids shall not be considered.
23. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
24. 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.
25. The rates must be quoted strictly in accordance with our documents and Annex(s).

26. 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.**
27. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
28. 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.
29. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
30. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
31. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
32. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
33. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
34. 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.
35. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
36. Unsealed bid and bid security will not be entertained.
37. SECP shall disqualify any bidder if it finds at any stage/time that the information submitted by the bidder is false and materially inaccurate.
38. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
39. 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)
40. The bids received after the due date and time will not be entertained.

41. 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.

42. The place of bid destination is:

**Securities and Exchange Commission of Pakistan,**

- NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

**OR**

- **Companies Registration Office** at 1<sup>st</sup> Floor, State Life Building, THE MALL, Peshawar Cant.

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

**Bid for:**

**SUPPLY AND FIXING OF FLOOR**

**TILES ON FLOOR(S) at SECP**

**PESHAWAR OFFICE.**

**Bidder Name:**

XYZ

**Attention:**

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

44. The deadline for the submission of bids is:

**Date: June 11, 2019**

Time: 1500 Hrs

45. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**

NICL; Building, 63 Jinnah Avenue, Blue Area,  
Islamabad

**and**

**Companies Registration Office** at 1<sup>st</sup> Floor, State Life  
Building, THE MALL, Peshawar Cant.

**Date: June 11, 2019**  
**Time: 1530Hrs**

**A statement “Not to be opened before 1530 Hrs on Date: June 11, 2019” shall be clearly mentioned on the top of the sealed bid.**

**Note:**

- **The attachment details are as under**

- 1. Terms of Reference/Scope of Work –**
- 2. Evaluation Criteria**

**Annex “A”**

**Annex “B”**

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

## **Annex “A”**

### **Term of Reference for Supply and Fixing of Floor Tiles on Floor(S) at SECP Peshawar Office**

- Supply and Fixing of floor tiles (Imported quality tiles (2feet x 2feet) as approved by the Client) 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.
- Estimated area in sqft is 2200 sqft, however, exact measurements can be taken by visiting the site.
- To ensure all UPS, Power, Voice, LAN points are fully operational after installation of tiles.
- The contractor shall responsible for removing carpet, debris and other wastage from site and dispose off at identified space by the Client.

**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.
- 5% of amount will be retained for three months as Retention money.

***Note:***

***1). Bidders are required to submit their bid in following format***

Rate per Sq. feet of tile with Complete fitting & installation	Total Quantity	Total quoted price for tile work	Brand Name
	2200 sqft		Master or Equivalent

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

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

**Bid money of the total quoted cost against confirmed requirement may only be submitted.**

### Evaluation Criteria

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

#### Technical Evaluation criteria

SR.	REQUIREMENT	SPECIFICATIONS	WEIGHTAGE
1.	<b>SIMILAR PROJECTS EXECUTION EXPERIENCE</b>	Award and successful completion projects of similar nature (05 marks for each project.)	25
2.	<b>PROJECTS IN HAND</b>	Present details of major projects in hand (05 marks for each project.)	25
3.	<b>REPUTATION</b>	Experience of work at Corporate Sector (02 marks for each project with Govt Institutions or multinational firms)	10
5.	<b>PEC/PCATP</b>	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.