



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 30/18-19**

### **Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers, contractors/authorized partner/dealer/distributors/reseller 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 following requirement:

#### **Supply and Fixing of Gym Equipment and Gym Flooring**

Interested bidders 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 free of cost and can also be downloaded from <https://www.secp.gov.pk/procurement/>

Bidder (s) may quote for any of the above-mentioned requirement.

Bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before February 07, 2020 at 1030Hrs and will be opened on the same day at 1100 Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091-4 (Ext-437/444) (Monday to Friday excluding Public Holidays)

**Deputy Director (Admin)**  
**NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad**

## **Terms and Conditions for Bids and Bidders**

**Tender Identification Number: T# 30/18-19**

1. The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers, contractors/authorized partner/dealer/distributors/reseller 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 following requirement:

### **Supply and Fixing of Gym Equipment and Gym Flooring**

through

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

2. **The Procurement Agency is:**

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

3. 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/>
4. The bid validity period shall be 150 days.
5. In order to obtain full understanding of the TORs, interested bidders may visit site and for exact measurement and understanding of actual work required from 10 am to 04 PM during working days.
6. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
7. The amount of the bid and bid security shall be in Pak rupees.
8. 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**.
9. Bids not accompanied by bid security or with less amount of bid security will be rejected.
10. The bid security of successful bidder (s) will be retained and that of other bidders will be returned after award of contract.
11. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
12. 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.
13. 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.
14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.

16. 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.
17. The rates must be quoted strictly in accordance with our documents and Annex(s).
18. Discounts (if any) offered by the bidder shall be part of the bid.
19. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
20. 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.
21. 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).
22. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes. (if applicable)
23. 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)
24. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
25. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
- 25. Bidder must submit following undertakings on stamp paper, failing which the bid shall be rejected:**
  - a) That the documents/details/information submitted is true and liable to be rejected if proven false and in that case legal action is liable on that bidder.**
  - b) That the bidder has never been blacklisted by any National / International organizations.**
26. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission. **In case bidder is in-active on ATL (Income and Sales tax) then its bid shall be rejected.**
27. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
28. If any supplier/service provider is not in ATL at the time of payment 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. The bids received after the due date and time will not be entertained.
31. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
32. Bidders do not have the option of submitting their bids electronically.
33. Telegraphic and conditional bids will not be accepted.

34. Unsealed bids will not be entertained /received.
35. Sealed bids may be dropped in the **tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
36. Place of bid destination is:

**Securities and Exchange Commission of Pakistan,**  
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

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

**Bid for:** Supply and Fixing of Gym Equipment and Gym Flooring  
**Bidder Name:** XYZ  
**Attention:** 4<sup>th</sup> Floor, NICL Building, 63-Jinnah Avenue,  
Blue Area, Islamabad.

38. The deadline for the submission of bids is:  
**Date: February 07, 2020**  
**Time: 1030 Hrs.**

39. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan**  
4<sup>th</sup> Floor, NICL Building, 63-Jinnah Avenue, Blue Area,  
**Date: February 07 2020**  
**Time: 1100 Hrs**

40. A statement **“(Do Not Open Before February 07, 2020 at 1100Hrs.)”** shall be clearly mentioned on the top of the sealed bid.
41. 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 or to engage the selected bidder in an agreement/contract.

**Note:**

Attachment Details are as under	
1.	Terms of References (Annex “A”)

- **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**

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

- Copies of Income Tax and Sales Tax Certificates.
- Copy of Authorized Distributor/Dealer/Partner/ Certificate, where applicable.
- Bid security of successful bidder will be retained on a/c of Performance Guarantee.
- Bid security/Performance Guarantee of floor tiles will be released after completion of 03 months after fixing of tiles.
- Bid security/Performance Guarantee of gym equipment will be released after successful completion of warranty period.
- In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO/contract Value) per week of pending works/supplies shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO/contract value.
- Technical specifications along with brochures of the quoted equipment with make/model proposed to be supplied.
- Quantities mentioned below may increase or decrease.
- Details of after sales services of the quoted item (s) where applicable must be provided.

S. No.	Description	Qty	Unit	Warranty Period	Unit Price incl. of all applicable taxes (Rs.)	Total Amount incl. of all applicable taxes (Rs.)
1.	<b>GYM Floor Tiles for Free Weight Area:</b> Red colored 20MM gym flooring (As per existing)	220	Sqft.			
2.	Laying Leg Cural machine BMW – 013A Body solid/body strong or Equivalent - Horizontal Leg Curl - Weight 528 lbs or more, steel weight stack 176 lbs - With digital counter meter	1	No.			
3.	Bench press: - with incline option - with supporting rod/step in 12 Gauge - With inclined flat facility	2	No.			
4.	Abs Bench - With multiple angel adjustment or flat position - Foot rolls adjust for femur length	1	No.			
5.	Grips for holding weights on bar	2	Set			
	Rope grips	2	No.			
6.	Station for Dumbles - To place 10 pair - 02 steps	1	No.			

- Interested bidder may quote for any item mentioned above.
- Bid found in compliance to the requirements and quoting lowest cost (per item) shall be selected for supply and fixing of that item (s).