



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 04/19-20

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers and the principal's authorized dealers/distributors/partners/resellers (where applicable) based in Pakistan and 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 and Installation of Office Tables/Workstations & Full Height Cabinets at 5th floor

Interested bidder (s) may get documents containing detailed terms and conditions, method of procurement, procedure for submission of bid, 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/>

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before April 06th, 2020 at 1100Hrs and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 021- 99213424 Email: deepak.jewani@secp.gov.pk during office hours (Monday to Friday excluding Public Holidays)

Deputy Director (Admin)

4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chundrigar, Karachi.

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 04 / 19-20**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, State Life Building # 2, Wallace Road, Off: I.I.
Chundrigar, Karachi.

3. The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers and the principal's authorized dealers/distributors/partners/resellers (where applicable) based in Pakistan and 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 and Installation of Office Tables/Workstations & Full Height Cabinets at 5th floor

through

SINGLE STAGE ONE ENVELOP METHOD

4. The relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: <https://www.secp.gov.pk/procurement/>
5. The bid validity period shall **be 150 days**.
6. The amount of the bid and bid security shall be in Pak rupees.
7. 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 valid pay order/demand draft, in favor of Securities and Exchange Commission of Pakistan.
8. Bids not accompanied by bid security or with less amount of bid security will be rejected..
9. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
10. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process and before award of contract
11. Bid security of successful bids/bidders will alone be retained and that of the rest will be returned.
12. 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.
13. 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.
14. The quantities required may vary according to SECP requirement.
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 should be 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 by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bid will not be allowed and disqualify/reject the original offer.
19. Prices quoted shall correspond to 100% of the requirements specified.
20. Discounts (if any) offered by the bidder shall be part of the bid.
21. **Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission. Bids of all those suppliers not found on ATL on the date of bid opening day shall be rejected.**
22. After selection if any supplier is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
23. Bidder must submit following undertakings (on stamp paper of Rs.100), **failing which the bid shall be rejected:**
- a) Affidavit 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) Affidavit that the bidder has never been blacklisted by any National/International organizations.
24. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable
25. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year and proof of company as legal entity.
26. Any bidder who has ever supplied substandard items to SECP shall be considered ineligible for taking part in this tender competition.
27. Bid qualifying all requirement and quoting lowest cost of Air Conditioners and installation, with respect to each item will be selected.
28. **Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.**
29. 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 / received.
30. Place of bid destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chundrigar, Karachi.
31. Sealed bids may be dropped in the tender drop box placed at SECP, 4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chundrigar, Karachi.
32. The envelopes shall bear the following additional identification marks:

Bid for:	Supply and Installation of Office Tables/Workstations & Full Height Cabinets at 5th floor
Bidder Name:	XYZ
Attention:	Deepak Kumar Jewani Deputy Director Admin, 4th Floor, State Life Building # 2, Wallace Road, Off: I.I. Chundrigar, Karachi

33. The deadline for the submission of bids is:

Date: April 06, 2020
Time: 1100 Hrs.

34. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, State Life Building # 2, Wallace Road, Off: I.I.
Chundrigar, Karachi

Date: April 06, 2020

Time: 1130 Hrs

35. A statement “**Do Not Open Before 1130Hrs on April 06, 2020**” shall be clearly mentioned on the top of the sealed bid.

36. Bids received after the due date and time will be rejected.

37. Clarification if any on the technical requirement may be obtained from: Deepak.jewani@secp.gov.pk

TORs (Term of References) & BOQ

Annex “A”

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

- Bidder must have relevant experience of similar projects in corporate offices with document record.
- Rates quoted shall remain fixed till the purchase order is issued.
- Interested bidders may visit site before submitting their bids.
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Size:** the below measurements may vary as per requirement or space.
- **Rates** of each item must be quoted separately.
- **Delivery & Installation time** within Three-week time of receiving of Purchase Order (P.O).
- **Warranty Period:** warranty must be mentioned on the quotation.(if applicable)
- **Sampling:** Vendors may see the samples of said items at our office for designing/ texture purpose

Note: Prices may be quoted as per below format:

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S. No.	Item Description	A U	Qty	Unit Rate Incl. of applicable Taxes (Rs.)
Supply of Full Height Cabinets				
a.	Full Height Cabinets	No.	10	
b.	Total Price of 10 x Full Heights Cabinets Incl. of applicable taxes (Rs.)			
Supply of Workstations				
c.	Workstations	No.	12	
d.	Total Price of 12 x Workstation Incl. of applicable taxes (Rs.)			
Supply of Office Tables				
e.	Office Tables	No.	02	
f.	Total Price of 02 x Office Table Incl. of applicable taxes (Rs.)			
g.	Grand Total Incl. of applicable taxes (Rs.) (g=b+d+f)			

Bidders MUST quote for the complete requirements that is Supply and Installation of Office Tables/Workstation & Full Height Cabinets at 5th floor. Bid qualifying all requirement and quoting lowest cost of said purchases i.e. Grand Total Incl. of applicable taxes (Rs (g=b+d+f)), will be selected.

BOQ/Requirements:

S. No.	Item Description	Qty
1.	Supply & Installation of Workstations with Aluminum L-Shape, in Laminate Finish with PVC with tackable board & glass Best quality legs on both ends and Mobile Drawer Size:5'x5' Best quality, imported lock and handle	12
S. No.	Item Description	Qty
1.	Supply & Installation of Office tables (L-Shape) Laminate with side rack Table:5' Side rack:5' Best quality with fix drawer, spacer and powder coated legs.	2

S. No.	Item Description	Qty
1.	Supply & Installation of Full height Cabinets with Lamination good quality, with glass in center two doors Size: 6'Lx4'W Four Shelves with heavy-duty holding of files and each shelves having space of Box file size. Best quality imported lock and handle	10

Note: Vendors may see the samples at our office for designing/texture purpose and the said sizes may vary as per requirements. Textures will be finalize afterward.

DOCUMENTARY EVIDENCE

Name of the Bidder: _____

Bid against Reference No: _____

Date of opening of Bid: _____

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. **Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below.** Bidders are advised to attach all supporting documents with this form in the order of the requirement.

S#	Required Documentation	Signature of Bidder	Supporting Document's Name	Page Number in the Bid.
1	NTN Certificate			
2	GST Certificate			
3	Availability on Active Tax Payers List of FBR			
4	Registration/Incorporation/Business Certificate			
5	Affidavit(s)			
6	Bid Bond/Security (As applicable)			
7	Bid Validity period of 150 days (As applicable)			
8	Original Bidding documents duly signed/ stamped			
9	Contact Number and Email Address.			