



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 35/20-21

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers/contractors 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 Installation of Portable Heavy-Duty Iron Racks for SECP office at Islamabad

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/>

Bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before June 11, 2021 at 1100Hrs and will be opened on the same day at 1130 Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9207091-4 (Ext-302/444) (Monday to Friday excluding Public Holidays)

M. Ubaid Ullah Khalid, Additional Joint Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: T# 35/20-21**
2. The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers/contractors 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 Installation of Portable Heavy-Duty Iron Racks for SECP office at Islamabad

through

SINGLE STAGE TWO ENVELOP METHOD.

3. **The Procurement Agency is:**

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

4. Bids shall comprise a single package containing TWO separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as “**FINANCIAL BID**” and “**TECHNICAL BID**” in bold and legible letters.
5. **The Bid Bond to be enclosed sealed and labelled as “BID BOND”, and should be with the Technical bid envelop, failing which the bid shall be rejected.**
6. **BID Bond should not be placed within the envelope of financial bid/proposal.**
7. Initially, only the envelope marked “**TECHNICAL BID**” shall be opened publicly. The envelope marked as “**FINANCIAL BID**” and **Bid Bond** shall be retained.
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. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
11. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, under-invoicing, tax evasion, concealment, money laundering etc. shall be rejected without assigning any reason.
12. The amount of the bid and bid security shall be in Pak rupees.
13. 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 in favor of **Securities and Exchange Commission of Pakistan.**

14. Bids not accompanied by bid security or with less amount of bid security will be rejected.
15. The bid security of successful bidder will be retained and that of other bidders will be returned after award of contract.
16. In case any bidder submits more than one option against this invitation then bid security shall be submitted against highest quoted option.
17. 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.
18. 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.
19. The language of the bid is English and alternative bids shall not be considered.
20. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
21. 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 shall disqualify the original offer.
22. The rates must be quoted strictly in accordance with our documents and Annex(s).
23. Discounts (if any) offered by the bidder shall be part of the bid.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of quoted price shall be clearly mentioned.
25. 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 supplier/contractor will have to provide the required supplies, if selected and declared as Most Advantageous/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.
26. All items contains installation and commissioning and end user orientation is responsibility of the supplier.
27. Item supplied must be duty paid in respect of all applied duties and taxes. (if applicable)
28. The end user warranties and end user support services will be in the name of SECP for all items delivered.
29. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid. (if applicable)

30. Bidder must have regular place of business, telephone numbers and email address. Bidders must provide proof of their existence in the particular business.
31. **Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
32. 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.**
33. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
34. In case 1st Most Advantageous/lowest bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 2nd Most Advantageous/lowest evaluated bidder. In case 2nd Most Advantageous/lowest evaluated bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 3rd Most Advantageous/lowest evaluated bidder.
35. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The Most Advantageous/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.
36. 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. 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/relevant revenue board.
38. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
39. The bids received after the due date and time will be rejected.
40. Joint venture/consortium not allowed.
41. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
42. Bidders do not have the option of submitting their bids electronically.
43. Telegraphic and conditional bids will not be accepted.
44. Unsealed bids will be rejected.
45. Clarifications if any, may be obtained one day before from tender opening date, by emailing at following address,
Zahid.hassan@secp.gov.pk
46. Sealed bids may be dropped in the **tender drop box placed at Ground Floor of the**

NIC Building, 63 Jinnah Avenue, Islamabad.

47. Place of bid destination is:

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

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

**Bid for: Supply and Installation of Portable Heavy-Duty Iron Racks for
SECP office at Islamabad**

Bidder Name: XYZ

**Attention: M. Ubaidullah Khalid,
Additional Joint Director (Admin)
4th Floor, NICL Building, 63-Jinnah Avenue,
Blue Area, Islamabad.**

49. The deadline for the submission of bids is:

**Date: June 11, 2021
Time: 1100 Hrs.**

50. The bid opening shall take place at:

**Securities and Exchange Commission of Pakistan
NICL Building, 63-Jinnah Avenue, Blue Area,
Date: June 11, 2021
Time: 1130 Hrs**

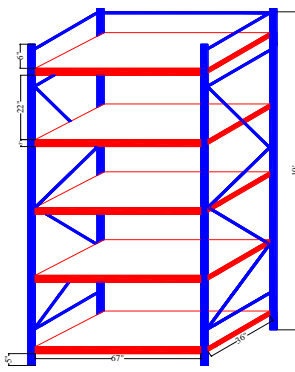
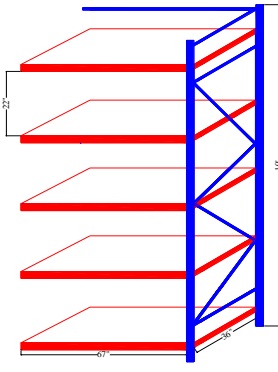
51. A statement “(Do Not Open Before June 11, 2021 at 1130 Hrs.)” shall be clearly mentioned on the top of the sealed bid.

Note:

| Attachment Details are as under | | |
|---------------------------------|---|-----------|
| 1. | Technical Specifications and Terms and Conditions | Annex “A” |
| 2. | Evaluation Criteria | Annex “B” |
| 3. | Financial Bids Submission Form | Annex “C” |
| 4 | Documentary Evidence | Annex “D” |
| 5 | Format of Affidavit/Undertaking | Annex “E” |

- If the above Terms & Conditions are acceptable then bids must be submitted ~~wd~~ in time and according to the requirements as per details above.

Technical Specifications/Terms and Conditions

| Sr. # | Required Specifications | Qty |
|-------|---|-----|
| 1 | Heavy Duty Rack, H1 Starter (wide Inside 67", depth 36"-0" & height 120", Steps 05). | 6 |
| 2 | Heavy Duty Rack, H1 Add-on (wide Inside 67", depth 36"-0" & height 120", Steps 05). | 49 |
| 2 (a) | <p>Technical Specification:</p> <p>Beam (67" wide, 3" Height, CR-SPCC-18SWG, Thickness, Finishing Powder Coated, Color Orange).</p> <p>Upright (3" wide, 120" Height, CR-SPCC-16SWG, Thickness, Finishing Powder Coated, Color Blue).</p> <p>Cross Support (1"x1" Pipe, 20SWG, Thickness, Finishing Powder Coated, Color Blue)</p> <p>Shelves (34" depth x12" wide" x 1" Height, CR-SPCC-20SWG Thickness, Finishing Powder Coated, Color Gray Texture).</p> <p>Foot (4"x4", HR-SF400-14SWG, Thickness, Finishing Powder Coated, Color Blue).</p> <p>Bolt (8mm Galvanized) Including Galvanized Iron coated nuts, bolts, rivets, jointing arrangements etc.</p> <p>Complete in all respect, as per drawing, specifications & direction of the client.</p> <p>Load Capacity: Load Capacity of Each Step of Rack Must be 250KG Its Mean total capacity of rack must be 1200kg +-100kg</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Note:</p> <p>1- In case of any minor change in rack's size at site, cost shall be adjusted proportionally with reference to unit rate.</p> | |

Terms and Conditions:

- The Commission may constitute a Committee to visit the manufacturing unit of the vendor for the verification of information/evidence provided in the bid (If required). Please mention complete address of the manufacturer unit to visit the client.
- Delivery timelines will be 03-04 weeks after issuance of PO.

- 5% amount of total project value will be withheld for one year as ‘‘Retention Period’’ from date of delivery.
- After issuance of work order, the client may require racks sample for approval.
- Quantities may be increased/decreased as per requirements and cost per unit basis will be adjusted accordingly.
- 3rd party inspection may be made before clearance of invoice to test the Goods to confirm their conformity according to the TORs/specifications.

Evaluation Criteria:

1. Firms who will secure 60% marks i.e. 48 marks out of 80 marks, in technical evaluation shall be considered technically qualified and will be considered for financial bid opening.
2. Those firms who are technically qualified and quoted lowest rates in financial bid shall be awarded the work.
3. The documentary evidence with respect to all attributes as given below shall be required. Technical Evaluation criteria is given below:

| Sr. No | Attributes | Allocated Marks | Obtained Marks | Ref. Page No. |
|--------|--|-----------------|----------------|---------------|
| 1 | <p>Firm's experience since its establishment/ incorporation.</p> <p>5 years or above: 20 marks Less than 5 years: 10 marks</p> <p><i>Please attach provision of valid/ legal certification of establishment/ incorporation; otherwise, zero marks shall be allocated.</i></p> | 20 | | |
| 2 | <p>Execution of similar projects valuing more than 2 Million,</p> <p>(04 marks per reference and full marks for 5 plus references).</p> <p><i>Please attach Purchase Order/ Work Completion Certificate; otherwise, zero marks shall be allocated.</i></p> | 20 | | |
| 3 | <p>Clientage Profile: Worked with reputed clients from Govt. or private sector during last five years.</p> <p>(04 marks per reference and full marks for 5 plus references).</p> <p><i>Please attach Purchase Order/ Work Completion Certificate; otherwise, zero marks shall be allocated.</i></p> | 20 | | |
| 4 | <p>Human Resources Strength: Qualified/Supervisors/Skilled Workforce</p> <p>10 or above = 20 marks Below than 10: 10 marks</p> <p><i>Please provide the details including contact number and CNIC number of the relevant staff.</i></p> | 20 | | |

Please attach the documentary evidence, as it is necessary for the rating. Proposal should be

numbered and bidders are required to give the relevant reference page where required information is provided.

PAYMENT:

Payment will be made by the Commission to the Successful Bidder after complete delivery and complete installation of goods and on receipt of the following documents:

- i. Bill
- ii. Delivery Challan
- iii. General Sales Tax Invoice
- iv. Inspection by the Client
- v. Upon fulfillment of other obligations required by the client (if any).

WARRANTY:

The Supplier shall provide one-year warranty of the racks. The firm shall confirm that the goods supplied under this contract are new and unused. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in this office. In case of any defect, it shall be notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within 15 days without any extra cost.

Annexure-C

Financial Bids Submission Form

| Sr. # | Required Specifications | Qty | Unit cost with GST | Total Cost with GST |
|------------------|--|------------|-----------------------------------|------------------------------------|
| 1 | Heavy Duty Rack, H1 Starter (wide Inside 67", depth 36"-0" & height 120", Steps 05). | 6 | | |
| 2 | Heavy Duty Rack, H1 Add-on (wide Inside 67", depth 36"-0" & height 120", Steps 05). | 49 | | |
| Total | | | | |

Note:

1. Bid security shall be against the quoted **Total**
2. Quoted price should be inclusive of all charges i.e. delivery charges, transportation and assembling/installation.

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 | On Active Tax Payers List of FBR/Relevant Revenue Board | | | |
| 4 | Undertaking on Letter head (Blacklisting) | | | |
| 5 | Bid Bond/Security | | | |
| 6 | Bid Validity period of 150 days | | | |
| 7 | Original Bidding documents duly signed/stamped | | | |
| 8 | Documentary Evidence (as required in the Evaluation Criteria) | | | |

Format of Affidavit/Undertaking

Bidder must submit following undertaking (on stamp paper of Rs.100/letter head), 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.

Note: In case any bidder is found in the list of “Blacklisted Firms-Pakistan” or related links at <https://www.ppra.org.pk/> then its bid shall be rejected

Name: _____

Signature _____

Stamp: _____