



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 24/21-22

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 of Office Chairs

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 14, 2022 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. 051-9195477 / 051-9195437 during office hours (excluding Public Holidays)

M. Ubaidullah 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# 24/21-22**
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 of Office Chairs for SECP office at Islamabad

through

SINGLE STAGE ONE 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 financial Bid and the technical Bid.
5. 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/>
6. The bid validity period shall be 150 days.
7. SECP reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
8. Bids from any bidder who is found or purported to be engaged or under investigation for offences related to fraud, terror financing, money laundering etc. shall be rejected without assigning any reason.
9. The amount of the bid and bid security shall be in Pak rupees.
10. The amount of the bid and bid security shall be in Pak rupees. 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. **Cheque will not be acceptable.**
11. Bids not accompanied by bid security or with less amount of bid security will be rejected.
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 shall 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 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.
23. All items contain installation and commissioning and end user orientation is responsibility of the supplier.
24. Item supplied must be duty paid in respect of all applied duties and taxes. (if applicable)
25. The end user warranties and end user support services will be in the name of SECP for all items delivered.
26. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid. (if applicable)
27. Bidder must have regular place of business, telephone numbers and email address. Bidders must provide proof of their existence in the particular business.
28. **Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
29. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/relevant board are eligible to provide services to the Commission. **Bids of all those bidders who are In-Active on ATL (Income and Sales Tax) on the date of bid opening shall be rejected.**
30. Tax shall be deducted/withheld as per applicable sales tax and income tax law.

31. 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.
32. 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.
33. 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.
34. 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.
35. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
36. The bids received after the due date and time will be rejected.
37. Joint venture/consortium not allowed.
38. SECP shall disqualify any bidder if it finds at any time that the information submitted by the bidder is false and materially inaccurate.
39. Bidders do not have the option of submitting their bids electronically.
40. Telegraphic and conditional bids will not be accepted.
41. Unsealed bids will be rejected.
42. Clarifications if any, may be obtained one day before from tender opening date, by emailing at following address,
zahid.hassan@secp.gov.pk
43. Sealed bids may be dropped in the **tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
44. Place of bid destination is:

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

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

Bid for: Supply of Office Chairs
Bidder Name: XYZ

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

46. The deadline for the submission of bids is:

Date: June 14, 2022

Time: 1100 Hrs.

47. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan

NICL Building, 63-Jinnah Avenue, Blue Area,

Date: June 14, 2022

Time: 1130 Hrs


48. A statement “(Do Not Open Before June 14, 2022 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 well in time and according to the requirements as per details above.**

Technical Specifications/Terms and Conditions

S. No	Specifications	QTY	
1	<p>Master Genesis High Back/Low Back Chair OR Equivalent</p> <p>Lockable revolving and tilting mechanism (Synchronized Knee Tilt mechanism) pivoted in front for extra stability regardless of the degree of inclination</p> <p>Extra torsion adjustment control to provide the desired tilt mechanism</p> <p>Sleek and stylish integral skin PU armrest</p> <p>Master Molty Ortho sheet for lumbar support and perfect posture</p> <p>Adjustable seat height- gas lift and swivel</p> <p>5 – prong pressure die-cast Aluminum/Nylon with reinforced fiberglass base for added seating support</p> <p>Twin wheel castors, which meet the requirement of BIFMA and DIN standards</p> <p>High frequency compression process on multi-layered veneer shell anatomically designed for posture care</p> <p>Guaranteed PU Master Molty Excel foam of highest density</p> <p>SCOTCHGUARD protected Master Fabric</p> <p>Customization of armrest, base and upholstery offered</p> <p>Twin wheel castors, which meet requirements of BIFMA and DIN</p>	80	

Terms and Conditions:

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 and quoted product should be in compliance to the mentioned standards.

Evaluation Criteria

1. Bidders who are technically qualified and quoted the lowest rates in financial bid shall be awarded the work.
2. The documentary evidence with respect to all attributes as given below shall be required. Technical Evaluation criteria is given below:

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 services at SECP	
4.	Delivery within 40 days	
5.	Delivery at SECP Head Office, Islamabad.	
6.	Client Satisfaction Report by at least 03 clients to whom quoted product has been supplied. Report should clearly reflect that the client is satisfied with the product and the after sale services of the bidder. Contact details of the clients be provided for verification.	

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 the lowest price shall be considered as the lowest evaluated bid.
3. Please attach the documentary evidence, as it is necessary for the rating. The proposal should be numbered and bidders are required to give the relevant reference page where required information is provided.

Financial Bid Submission Form

S. No	Specifications	Qty	Unit Rate Incl. of All Taxes (Rs.)	Total Incl. of All Taxes (Rs.)
1.	Master Genesis High Back/ Low Back Chair OR Equivalent	80		
2.	Grand Total			

Bid Security Shall be 5% of the Grand Total amount, in the above table

Note:

- 1. Bid security shall be submitted against the quoted Grand 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	Affidavit(s)			
5	Bid Bond/Security as required			
6	Bid Validity period of 150 days			
7	Documentary Evidence (as required in the Evaluation Criteria)			
8	Authorized Contact Number and Email Address.			

Format of Affidavit/Undertaking

Bidder must submit following undertaking (on stamp paper of Rs.100), failing which the bid shall be rejected

- a) I, Mr. S/o..... holding CNIC # from M/s Having Its business office at, do hereby solemnly affirm and declare as under;
- b) That M/s is not engaged, under investigation or offences or no proceedings are pending before FBR, Customs, NAB, any Judicial form, FIA or any other Govt. authority with respect to fraud, terror financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any National/International organization or forum and its entitled to carry out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s..... have not been subject to financial crime. Nor they every compounded with their creditors in any capacity.
- e) We, hereby agree with all the requirements and terms & conditions of the bidding document and submit the bid.
- f) The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.

Note: In case 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:
