



## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

**T# 23/21-22**

### **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 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 04, 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# 23/21-22**
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 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, failing which the bid shall be rejected.**
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, terror financing, 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 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.**

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 contain 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 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.**
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](mailto: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)  
4<sup>th</sup> Floor, NICL Building, 63-Jinnah Avenue,  
Blue Area, Islamabad.**

49. The deadline for the submission of bids is:

**Date: June 04, 2022  
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 04, 2022  
Time: 1130 Hrs**

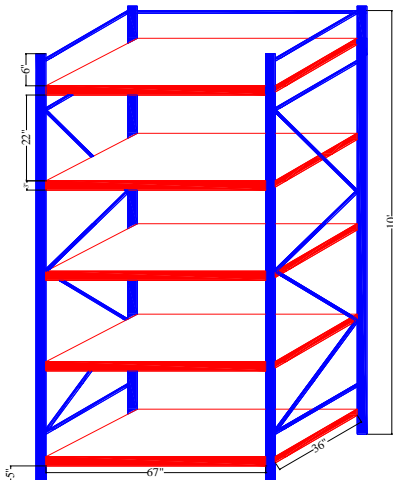
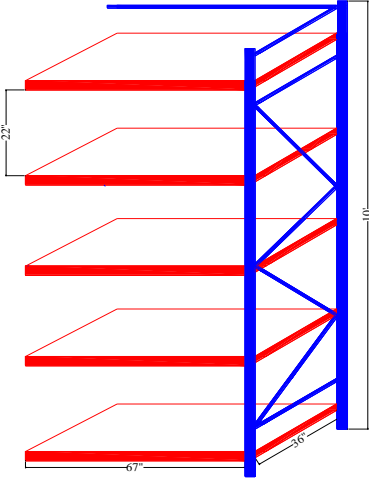
51. A statement “**(Do Not Open Before June 04, 2022 at 1130 Hrs.)**” shall be clearly mentioned on the top of the sealed bid.

**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**

Sr. #	Required Specifications	Qty
1	Heavy Duty Rack, H1 Starter (wide Inside 67", depth 36"-0" & height 120", Steps 05).	4
2	Heavy Duty Rack, H1 Add-on (wide Inside 67", depth 36"-0" & height 120", Steps 05).	46
2 (a)	<p><b>Technical Specification:</b></p> <p><b>Beam</b> (67" wide, 3" Height, CR-SPCC-18SWG, Thickness, Finishing Powder Coated, Color Orange).</p> <p><b>Upright</b> (3" wide, 120" Height, CR-SPCC-16SWG, Thickness, Finishing Powder Coated, Color Blue).</p> <p><b>Cross Support</b> (1"x1" Pipe, 20SWG, Thickness, Finishing Powder Coated, Color Blue)</p> <p><b>Shelves</b> (34" depth x12" wide" x 1" Height, CR-SPCC-20SWG Thickness, Finishing Powder Coated, Color Gray Texture).</p> <p><b>Foot</b> (4"x4", HR-SF400-14SWG, Thickness, Finishing Powder Coated, Color Blue).</p> <p><b>Bolt</b> (8mm Galvanized) Including Galvanized Iron coated nuts, bolts, rivets, jointing arrangements etc.</p> <p>Complete in all respect, as per drawing, specifications &amp; direction of the client.</p> <p><b>Load Capacity:</b> 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: flex-end;">   </div> <p style="text-align: center;">Heavy Duty Rack, H1, Starter                      Heavy Duty Rack, H1, Add-on</p> <p><b>Note:</b></p> <p>1- In case of any minor change in rack's size at site, price 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 the 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 price per unit basis will be adjusted accordingly.
- 3<sup>rd</sup> 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. Firms who are technically qualified and quoted the 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><b>Clientage Profile:</b> Worked with reputed clients from Govt. or private sector during the 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><b>Human Resources Strength:</b> Qualified/Supervisors/Skilled Workforce</p> <p>10 or above = 20 marks Below than 10: 10 marks</p> <p><i>Please provide the details including the contact number and CNIC number of the relevant staff.</i></p>	20		

**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.**



**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 a one-year warranty on 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 notifying 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.

**Financial Bids Submission Form**

<b>Sr. #</b>	<b>Required Specifications</b>	<b>Qty</b>	<b>Unit Price with GST</b>	<b>Total Price with GST</b>
1	Heavy Duty Rack, H1 Starter (wide Inside 67", depth 36"-0" & height 120", Steps 05).	4		
2	Heavy Duty Rack, H1 Add-on (wide Inside 67", depth 36"-0" & height 120", Steps 05).	46		
<b>Total</b>				

**Note:**

1. Bid security shall be submitted 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.

<b>S#</b>	<b>Required Documentation</b>	<b>Signature of Bidder</b>	<b>Supporting Document's Name</b>	<b>Page Number in the Bid.</b>
<b>1</b>	NTN Certificate			
<b>2</b>	GST Certificate			
<b>3</b>	On Active Tax Payers List of FBR/Relevant Revenue Board			
<b>4</b>	Affidavit(s)			
<b>5</b>	Bid Bond/Security as required			
<b>6</b>	Bid Validity period of 150 days			
<b>7</b>	Documentary Evidence (as required in the Evaluation Criteria)			
<b>8</b>	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:*** \_\_\_\_\_