



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 26/21-22

Invitation to Bid

The Securities & Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers 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 following:

Supply and Fixing of Floor Tiles at SECP Head office Building Islamabad

Bidding document for above mentioned requirement and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned 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 June 17, 2022, **by 1100Hrs** and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9195437/9195477 during office hours (Monday to Friday excluding Public Holidays)

M. Ubaidullah Khalid, Add. Joint Director (Admin)
4th Floor NICL Building, Jinnah Avenue, Blue Area Islamabad.

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Terms and Conditions for Bids and Bidders

1. Tender Identification Number: TENDER # 26/21-22

2. The Procurement Agency is:

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

3. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers 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 Fixing of Floor Tiles at SECP Head office Building Islamabad

through

SINGLE STAGE SINGLE ENVELOP METHOD.

4. Bids shall comprise a single package containing technical and financial proposals along with 2% bid money in form of pay order.
5. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to 2% of the total quoted price (inclusive GST, if applicable) in shape of either pay order or demand draft in favor of Securities and Exchange Commission of Pakistan.
6. Bids not accompanied by bid bond/security or with less amount of bid bond/security will be rejected.
7. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
8. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR are eligible to provide services to the Commission. **Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.**
9. If any supplier 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.
10. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
11. 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/>
12. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
13. The bid validity period shall be 150 days.
14. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the SECP, Islamabad.

15. The language of the bid is English and alternative bids shall not be considered.
16. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
17. 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.
18. The rates must be quoted strictly in accordance with our documents and Annex(s).
19. Discounts (if any) offered by the bidder shall be part of the bid and for taxation purposes will be treated in accordance with the applicable laws.
20. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
21. The bidder shall be responsible for payment of any duties/taxes etc. which are imposed by the Government of Pakistan (GOP). The bided price MUST be inclusive of all applicable taxes. The bidder is hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.
22. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The lowest evaluated/most advantageous bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.
23. 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/most advantageous bidder.
24. Selected service provider/supplier will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder. In case selected bidder is not willing to supply on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
25. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business. A brief profile of the bidder, along with list of major customers (corporate sector) along with their contact details is required.
26. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
27. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.
28. 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.
29. Comprehensive warranty & onsite support for mentioned years shall be given for the

equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).

30. All software based items contains installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
31. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
32. In case nature of required license/support renewal is perpetual then WHT @ 15% shall be withheld from the gross amount of the invoice (inclusive of sales tax). Any bidder who has not quoted its financial proposal keeping in view the above mentioned tax treatment, his proposal shall not be considered and rejected without assigning any reason. Any change in future with respect to aforementioned tax treatment shall be dealt and applied as per law.
33. The quantities required may increase/decrease according to SECP requirement.
34. 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 delivered.
35. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
36. Payment shall be made as per payment terms. All payments shall be made after deduction of taxes and all payments shall be made through cross cheque in Pak Rupees. Taxes will be deducted at source as per Government Rules at the time of payment.
37. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
38. **Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.**
39. **Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
40. Clarification if any on the requirements may be obtained from:
 - ubaidullah.khalid@secp.gov.pk
41. The bid bond/security of successful bidder will be retained and returned after delivery, installation and commissioning of complete equipment/licenses/services/renewals of ordered items. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.
42. During the retention period the bid bond/ security, no interest / markup will be provided on this amount by Commission to bidder at the time of refund/ release of bid bond/ security.
43. Successful bidders shall be bound to provide the required items within the delivery period. 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.
44. In case 1st lowest evaluated/most advantageous bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 2nd lowest evaluated/most advantageous bidder. In case 2nd lowest evaluated/most advantageous bidder is unable to supply ordered items then the Commission reserve the right to award the contract to 3rd lowest evaluated/most advantageous bidder.
45. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in

favor of the Commission.

46. The Commission reserves the right either to issue a Purchase Order or sign an agreement with the successful bidder OR PO & Agreement both will be executed.
47. The bids received after the due date and time will not be entertained.
48. 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.
49. The place of bid destination is:

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

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

Bid for: **Supply and Fixing of Floor Tiles at SECP Head office Building Islamabad**

Bidder Name: XYZ
Attention: M. Ubaidullah Khalid
Add. Joint Director (Admin), 4th Floor,
NICL Building, 63 Jinnah Avenue Blue Area, Islamabad

51. The deadline for the submission of bids is:

**Date: June 17, 2022
Time: 1100Hrs**

52. The bid opening shall take place at Securities and Exchange Commission of Pakistan NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad

**Date: June 17, 2022
Time: 1130Hrs**

A statement “Not to be opened before 1130Hrs on June 17, 2022” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1.	Terms of Reference/Technical Specifications/ Evaluation Criteria	Annex “A”
2.	Format for Undertaking	Annex “B”
3.	Documentary Evidence Form	Annex “C”

If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

TERMS OF REFERENCE (TOR's):**SUPPLY AND FIXING OF FLOOR TILES (Porcelain) ON FLOOR IN SECP HEAD
OFFICE Building**

- Removal and reinstallation of work stations including UPS, Power, Data, and Voice points from the Partitions/work stations from the floor (s). Installation of tiles with proper care and re-connection of all points as per already designed and route given by the client.
- Fixing of floor tiles of approved color and shade laid in tile bond over base floor layer(chipping of existing floor required) including 6mm jointing and grouting with tile grout of matching pigment. Cleaning and curing complete in all respect.
- Imported Master brand size: (1' x 2') or equivalent imported quality as approved by the Client.
- Total sq.ft area is 3,400 (approx.). Exact measurements can be taken by visiting the site.
- To ensure all UPS, Power, Voice, LAN points are fully operational (Fluke test will be conducted by IT department) after re-installation.
- Removal of existing carpet tiles at floor, wooden skirting at few areas.
- The contractor shall be responsible for removing carpet, debris and other wastage from site and dispose off at identified space by the Client.

Note:

- i. Site visit is mandatory to understand the work requirement.
- ii. Invoice will be verified and paid based on actual measurement.
- iii. 5% amount will be withheld as Retention Money for three months period.
- iv. No mobilization advance will be paid.
- v. Quoted rates shall be inclusive of all applicable taxes and detail of taxes included shall be mentioned.
- vi. In case bidder has not given any details regarding taxes then quoted rates in the bid will be considered inclusive of all applicable taxes.

Evaluation Criteria:

A firm fulfilling must requirements and quoting the lowest amount shall be awarded work.

Sr. No	Technical Evaluation Criteria	Must Requirements
1	The firm must be registered with PEC (valid certificate to be attached with the proposal)	Must
2	The firm has completed a minimum of 3 projects of civil work of more than 2 M. (Please attached work orders/Po)	Must
3	The firm should be based in Isb/Rwp	Must
4	Firm should have market experience of more than 5 years (Please attach certificate of registration with the proposal)	Must

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:

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	Authorized Contact Number and Email Address.			
9	Supporting Document(s) confirming to the requirement/evaluation criteria			