



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 03/21-22(LHR)

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 the 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 04 Standing Unit Air Conditioners at Company Registration Office Lahore

Interested bidder (s) may get documents containing detailed terms and conditions, method of procurement, the 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 the undersigned on or before **June 14, 2022 at 1200Hrs and will be opened on the same day at 1230Hrs.**

In case of any query, Admin Department may be contacted on Telephone No 042-111-111-327 (Ext-4053) during office hours (excluding Public Holidays)

**Mr. Umer Haider,
Management Support (Admin)
Company Registration Office Associate House,
3rd & 4th Floor, 7-Egerton Road, Lahore**

Terms and Conditions for Bids and Bidders

Tender Identification Number: **TENDER T# 03/21-22(LHR)**

1. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
Company Registration Office Associate House,
3rd & 4th Floor, 7-Egerton Road, Lahore

2. 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 INSTALLATION OF AIR CONDITIONERS

through

SINGLE STAGE ONE ENVELOP METHOD

3. 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 a pay order or demand draft in favor of Securities and Exchange Commission of Pakistan.
4. Bids not accompanied by bid bond/security or with less amount of bid bond/security will be rejected.
5. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against the highest quoted option.
6. 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.**
7. 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.
8. Payment shall be made after complete delivery, installation, testing, and upon confirmation of our IT Department.
9. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
10. 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/>
11. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
12. The bid validity period shall be 150 days.
13. 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, Lahore

14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
16. 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.
17. The rates must be quoted strictly in accordance with our documents and Annex(s).
18. 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.
19. Detail of applicable taxes and whether taxes are included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
20. 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.
21. **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 for the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.**
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 service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated/most advantageous bidder.
23. 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.
24. Bidder must have a 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.
25. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
26. **Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
27. 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.
28. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment/software/renewal at Islamabad, Karachi, and Lahore offices (if applicable).
29. All software based items contain installation and configuration and end-user orientation which is

responsibility of the supplier (if support is not provided by the Principal).

30. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
31. The quantities required may increase/decrease according to SECP requirements.
32. 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.
33. A copy of a valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid.
34. Payment shall be made after delivery, installation, and commissioning of complete equipment/licenses/services/renewals. 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.
35. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.

36. Only sealed bids will be opened at the time of bid opening and unsealed bids will be rejected.

Sealed bids may be dropped in the tender drop box placed at

Company Registration Office Associate House, 3rd & 4th Floor,

7-Egerton Road, Lahore Clarification if any on the requirements may be obtained from:

umer.haider@secp.gov.pk

37. 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 awarding of contract to successful bidder.
38. 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.
39. 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.
40. 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.
41. Bid bond/security of the bidder who is unable to supply ordered items shall be forfeited in favor of the Commission.
42. 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.
43. The bids received after the due date and time will not be entertained.
44. 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.

45. The place of bid destination is:

Securities and Exchange Commission of Pakistan
Company Registration Office Associate House,
3rd & 4th Floor, 7-Egerton Road, Lahore

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

Bid for: **Supply and Installation of Air Conditioners**
Bidder Name: XYZ
Attention: **Umer Haider**
Management Support, Admin,
Company Registration Office Associate House,
3rd & 4th Floor, 7-Egerton Road, Lahore

47. The deadline for the submission of bids is:

Date: June 14, 2022
Time: 1200Hrs

48. The bid opening shall take place at

Securities and Exchange Commission of Pakistan. Company Registration Office
Associate House 3rd & 4th Floor, 7-Egerton Road, Lahore

Date: June 14, 2022
Time: 1230Hrs

A statement “Not to be opened before 1230 Hrs on June 14, 2022” shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

1.	Terms of Reference	Annex “A”
2.	Format for Financial Bid	Annex “B”
3.	Technical Evaluation Criteria	Annex “C”
4.	Documentary Evidence Form	Annex “D”

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

TERMS OF REFERENCE - SUPPLY AND INSTALLATION OF AIR CONDITIONERS

The Commission intends supply and installation of Air Conditioners at SECP Office , Company Registration Office Associate House, 3rd & 4th Floor, 7-Egerton Road, Lahore

S. No.	Item Description	Capacity	Qty
1	Standing Unit Air conditioners (Cool & Heat) (Daikin or Equivalent)	4Tons	04

1. Air Conditioner offered should be covered by manufacturer’s warranty regarding the Parts & Service for at least 12 months (1 Year) along with 36 months (3 Years) warranty of Compressor from the date of delivery. Please specify the warranty period and terms in detail.
2. The bidder shall ensure the delivery & installation of required Air Conditioners at SECP Company Registration Office, Associate House 3rd & 4th Floor 7 Edgerton Road Lahore in 30 days of issuance of Purchase Order, complete in all respect.
 - a. Delivery and Documents: Upon delivery and installation, the Supplier shall provide the following documents:
 - b. Stamped & Signed Copies of the Supplier’s invoice showing goods’ description, quantity, unit price, and total amount;
Delivery Challan & GST & NTN Certificate.
 - c. In case of Import Items, the Import Receipt Invoice & Importer Certificate along with Exemptions Certificates of Income Tax/GST will provide.
 - d. GST Exemption Certificate for Manufacturer/Authorized Dealer/General Order Supplier. • GST Invoice Receipt in case of Ex-Stock.
 - e. Manufacturer's or Supplier's Warranty Certificate in original;
 - f. Each Item of MACHINERY & EQUIPMENT Product Warranty Card.
 - g. Certificate of Origin/Original/Channel Product;
 - h. Delivery of Items along with their required or complimentary accessories.
 - i. All Transportation of Goods related to delivery of Supply of MACHINERY & EQUIPMENT Item bears by Firm/Supplier.
 - j. All other perpetual documents, which are required by SECP at the time of payment.
3. **Packaging and Marking Instructions:** The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination.
4. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within Seven (07) days from the date of notice by Purchaser.

Format for Bid Submission**A. Supply of AC's**

S. No.	Item Description	Capacity	Unit Cost with All Taxes	Qty	Total Price (Rs.)
1	Standing Unit Air conditioners (Cool & Heat) (Daikin or Equivalent)	4Ton	?	04	?
Grand Total A i.e. Supply of AC's					

B. Installation & Dismantling

S. No.	Item Description	Unit Price with All Taxes (Rs.)	Qty	UOM	Total Price with All Taxes (Rs.)	Installation Charges Per AC with All Taxes (Rs.)
1.	Dismantling Charges			No.		?
2.	Installation Charges			No.		
3.	Copper Pipe			RFT		
4.	Circuit Breaker			No.		
5.	Drain Pipe			RFT		
6.	PVC Duct			RFT		
7.	Control Wire			RFT		
8.	Power wire			RFT		
9.	Indoor stand			No.		
10.	Flushing of existing copper pipe			RFT		
11.	Reducer used to couple existing copper pipes with new units			No.		
12.	Any Other Charges		-	-		
Grand Total B						?

Grand Total of	A	+	B	?
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Note:

1. Comparison of installation shall be made on basis of quoted unit prices for fair competition/comparison, however, payment shall be made as per installation.
2. Bid found in compliance of the mandatory requirements in technical evaluation and quoting lowest Grand Total (Rs.) price shall be selected.

TECHNICAL EVALUATION CRITERIA

Sr.	Requirement (To be filled and attached with bid along with proof)	Mandatory/ Marks
1.	Manufacturer/Principal Authorized Dealer/Distributor/General Order Supplier Certificate of Brands Quoted.	MUST
2	<p>Submission of undertaking (Affidavit) on legal valid and attested stamp paper (Rs. 100/- or above) that the firm:</p> <p>i) That the firm/supplier is never blacklisted on any grounds whatsoever.</p> <p>ii) That the firm/supplier provide channel original products with proper warranty & service under TOR's of the bidding document.</p> <p>iii) That the firm/supplier provide Original channel product of the brand quoted as prescribed in</p> <p>iv) That maintenance of goods and replacement of defective parts under warranty shall be done</p> <p>v) Firms/suppliers accept all the sections of this bidding Document</p>	MUST

*** Bids not in compliance with these requirements will be rejected upfront.**

NOTE:

1. The bidders **MUST** submit a compliance sheet against all requirements mentioned in the technical evaluation criteria
2. Bids NOT in compliance with any MUST items in the evaluation criteria will NOT be evaluated for other features

FORMAT FOR TECHNICAL COMPLIANCE SHEET

SR	ATTRIBUTE	SPECIFICATION	COMPLIANCE (YES/NO/ PARTIAL)

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 numbers 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	Bidding documents duly signed and stamped			
9	Authorized Contact Number and Email Address for correspondence			

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) 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:
