



**SECURITIES AND EXCHANGE COMMISSION
OF PAKISTAN**

T#05/22-23(P2) - (T#14/2021-22)

Invitation to Bid

(Only for Pre-Qualified Firms)

The Securities & Exchange Commission of Pakistan ("SECP" or the "Commission") invites sealed bids **only from already Pre-Qualified Firms** (Pre-Qualified for "Hiring of Security Services", against SECP's T#14/2021-22 and PPRA's Tender No. TS475703E) 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:

Hiring of Security Services

Bidding document for above mentioned requirement, terms and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement is 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 November 2, 2022 by 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. 051-9195477/051-9195437 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.

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 05/22-23(P2) - (T#14/2021-22)**
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 (“SECP” or the “Commission”) invites sealed bids **only from already Pre-Qualified Firms** (*Pre-Qualified for “hiring of Security Services”, against SECP’s T#14/2021-22 and PPRA’s Tender No. TS475703E*) based in Pakistan, 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:

Hiring of Security Services

through

SINGLE STAGE ONE ENVELOP

4. Pre-qualified firms who are on Active Taxpayers List (Income and Sales Tax) of FBR/ Relevant Tax Authority are only 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.**
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. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
7. The bid validity period shall be 150 days.
8. The bids should be accompanied by bid security (refundable) for an amount equal to 2% of the quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft in favor of Securities and Exchange Commission of Pakistan. Bids not accompanied by bid security or with less amount of bid security shall be rejected.
9. The amount of the bid and bid security shall be in Pak rupees.
10. 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 allowed and may result in disqualification of the original offer.
11. **The rates must be quoted strictly in accordance with our documents and Annex(s) while also ensuring compliance to minimum wages announced by the Government of Pakistan.**
12. 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.
13. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
14. 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 best evaluated bidder.

15. The language of the bid should be in 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. Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.
18. 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.
19. The services/equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
20. Required quantities may increase/decrease according to SECP requirement, if applicable.
21. After selection if any supplier is not available on ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
22. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
23. SECP shall hire/select the bidder found in compliance to the requirement mentioned in the bidding document and lowest in price/service charges amongst all.
24. Bid found in compliance of all the requirements and quoting least cost/lowest price, shall be selected being Most Advantageous bid.
25. In case selected bidder is unable to supply/provide services on quoted amount then bid security submitted with the bid shall be forfeited in favor of the Commission.
26. If the bid is withdrawn 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.
27. The bid security of successful bidder will be retained until renewal of licenses/support and returned after renewal of licenses/support is confirmed. However, bid security of unsuccessful bidders will be returned after award of contract to successful bidder.
28. During the retention period the bid security no interest / markup will be paid on this amount by Commission to bidder at the time of refund/release of bid security.
29. In case 1st Most Advantageous bidder is unable to provide the services then the Commission reserve the right to award the contract to 2nd Most Advantageous bidder. In case 2nd lowest evaluated bidder is unable to provide the services then the Commission reserve the right to award the contract to 3rd Most Advantageous bidder.
30. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The 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.
31. Payment shall be made after completion of services as per the schedule in 11 above. 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.

32. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted.
33. Unsealed bids will be rejected.
34. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
35. In respect of the Services being rendered in Islamabad and all the provinces (except Baluchistan), sales tax will be charged on the gross amount of invoice including the services charges of the vendors plus salaries, overtime, incentives, perks and benefits, statutory payments and all payments made to or on behalf of the employees including but not limited to EOBI, ESSI, Gratuity, GLI, Medical Insurance etc.
36. In respect of services being rendered in the Province of Baluchistan, sales tax shall be charged only on the services charges of the vendors.
37. Sales tax will be withheld and deposited with the relevant authorities in accordance with the relevant laws and rules as applicable from time to time.
38. Income tax @ 3% shall be withheld from the gross amount of the invoice (inclusive of sales tax) which includes services charges of the vendors plus salaries, overtime, incentives, perks and benefits, statutory payments and all payments made to or on behalf of the employees.
39. 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.
40. Any change in future with respect to aforementioned tax treatment shall be dealt and applied as per law.
41. **Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
42. 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.
43. Clarification if any on the requirements may be obtained from ubaidullah.khalid@secp.gov.pk
44. Successful bidders shall be bound to provide the required services within the committed delivery period.
45. 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. Provided that the imposed penalty shall not exceed 10% of the PO/contract value. However, no penalty shall be deducted in case delay is:
 - a. on part of the Commission; or
 - b. due to occurrence of event(s) beyond the reasonable control of the firm, which have a materially adverse effect on the ability of the Firm to perform its obligations.

In case of clause “b” above, the decision of the Commission to determine the occurrence of event(s) beyond the reasonable control of the Firm or otherwise shall be final and binding.

46. Bid(s) received after the due date and time i.e. bid submission, will be rejected.
47. 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.
48. The place of bid destination is:

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

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

Bid for: Hiring of Security Services
Bidder Name: XYZ
Attention: M. Ubaidullah Khalid
Additional Joint Director, Admin,
4th Floor, NICL Building, 63 Jinnah Avenue Blue Area,
Islamabad

50. The deadline for the submission of bids is:
Date: November 2, 2022
Time: 1100Hrs

51. The bid opening shall take place at:

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

Date: November 2, 2022
Time: 1130Hrs

A statement "Not to be opened before 1130Hrs on November 2, 2022" shall be clearly mentioned on the top of the sealed bid.

Note: Attachment Details are as under:

- | | |
|--|------------------|
| 1. Terms of Reference/Technical Specifications | Annex "A" |
| 2. Documentary Evidence Form | Annex "B" |
| 3. Format of Undertaking | Annex "C" |

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

A. Rates - Guarding Services (Weightage 100% of (A) and (B)):

ALL RATES SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES, STATUTORY PAYMENTS ETC., WHILE ALSO ENSURING COMPLIANCE TO MINIMUM WAGES ANNOUNCED BY THE GOVERNMENT OF PAKISTAN

Location	Services Break Up	Number of Guards	* Total amount inclusive of all applicable taxes. (Rs)
A. Corporate Offices:			
Head Office, Islamabad	Armed Guards	5	
	Unarmed Guards	5	
	SSGS (Com)	2	
Achieve Centre, Islamabad	Armed Guards	2	
CRO, Islamabad	Armed Guards	2	
CRO, Lahore	Armed Guards	2	
CRO, Karachi	Armed Guards	7	
	Security Supervisor	1	
CRO, Peshawar	Armed Guards	2	
CRO, Faisalabad	Armed Guards	2	
CRO, Quetta	Armed Guards	2	
CRO, Multan	Armed Guards	2	
CRO, Sukkur	Armed Guards	2	
CRO, Gilgit	Armed Guards	2	
B. Private Residences of Senior Management:			
Karachi	Armed Guards	1	
Islamabad	Armed Guards	7	
Total (A+B) Rs.			

Bid Security shall be submitted against the Grand Total (A+B)

- Security services shall be obtained from the applicant offering lowest price i.e. Grand Total (A+B), amongst all and shall be engaged in the agreement.
- In case first lowest pre-qualified bidder fails to provide the required services or Commission is not satisfied from the provided services, SECP reserves the right to obtain the services from second lowest bidder. In case second lowest pre-qualified bidder fails to provide the required services or Commission is not satisfied from the provided services, the Commission reserves the right to obtain the services from third lowest bidder.
- The selected security providing firm shall provide that breakup of total amount paid to security guard such as minimum wage, EOBI, social security, life insurance as and when required by the SECP.

C. Unarmed guards are not currently required at mentioned locations. However, these may be required at later stage of the agreement therefore, bidders are requested to quote accordingly.

ALL RATES SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES, STATUTORY PAYMENTS ETC., WHILE ALSO ENSURING COMPLIANCE TO MINIMUM WAGES ANNOUNCED BY THE GOVERNMENT OF PAKISTAN

i) Corporate Offices

S.No.	Location	Security Guard	Strength	Rate/ Guard (Rs)	Total (Rs)
(i)	Head office, Islamabad	Unarmed Guards	1		
(ii)	Archive Centre	Unarmed Guards	1		
(iii)	CRO, Islamabad	Unarmed Guards	1		
(iv)	CRO, Lahore	Unarmed Guards	1		
(v)	CRO, Karachi	Unarmed Guards	1		
(vi)	CRO, Peshawar	Unarmed Guards	1		
(vii)	CRO, Faisalabad	Unarmed Guards	1		
(viii)	CRO, Quetta	Unarmed Guards	1		
(ix)	CRO, Multan	Unarmed Guards	1		
(x)	CRO, Sukkur	Unarmed Guards	1		
(xi)	CRO, Gilgit	Unarmed Guards	1		
Total (A)					

ii) Private Residences of Senior Management:

S.N	Location	Guards	Strength	Rate/Guard (Rs)	Total (Rs)
01	Karachi	Unarmed Guards	1		
02	Islamabad	Unarmed Guards	1		
Total (B)					
Grand Total (i+ii)					

B. Rates for other Services (Please quote the rates, however, these shall not be considered for Financial evaluation, these shall be part of the agreement with the selected bidder, providing the services mentioned in Annex A above):

ALL RATES SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES, STATUTORY PAYMENTS ETC., WHILE ALSO ENSURING COMPLIANCE TO MINIMUM WAGES ANNOUNCED BY THE GOVERNMENT OF PAKISTAN

i) **Escorting Services:**

S.N	Description	Strength	Per Day Rate/Unit	Total (Rs)
01	Toyota Hilux Vigo (with Driver)	01		
02	SSG Trained Guard	01		
03	Armed Guard	01		
04	Fuel Cost (Per KM)	01		
Total				

ii) **Miscellaneous Services:**

S. No	Services/Items	Rate Per Month (Rs)
02	SSG Trained Supervisor	
03	Explosive Detector	
04	Hand Held Detector	
05	Vehicle Search Mirror	
06	Additional Weapon	
07	Lady Security Guard/Searcher	
08	Sniper Rifle 222	
Total		

iii) **Overtime**

(If guards are required to perform duty for more than shift timings):

S. No	Description	Rate/hour (Rs)
01	Overtime rate per hour	

iv) **Control Room Operator to handle CCTV Cameras and other security related matters**

(If resource is required to perform duty to handle CCTV cameras and coordinate with the security supervisor):

S. No	Services/Items	Rate Per Month (Rs)
01	Control Room Operator	

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	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 Validity period of 150 days (As applicable)		
7	*Bidding documents duly signed/ stamped		
8	Authorized Contact Number and Email Address.		

**All terms and conditions of the bidding document are accepted by the bidder*

Format of Affidavit/Undertaking

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

1. I, Mr. S/o..... holding CNIC # from M/s Having Its business office at, do hereby solemnly affirm and declare as under;
2. 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.
3. 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.
4. 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.
5. The above statement is true to the best of my knowledge and belief and nothing has been concealed or is false.
6. That the bidder has submitted financial proposal according to the tax treatment provided in the clauses (serial no 35 to 40).

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:
