

## SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T#02(D)/23-24

# INVITATION TO BID Disposal of Fixed and Junk Items

The Securities and Exchange Commission of Pakistan invites interested parties to submit their best offers by sealed bids for the disposal of fixed assets as listed in bidding documents available on <a href="https://www.secp.gov.pk/procurement">www.secp.gov.pk/procurement</a>.

To view the assets, interested parties may visit the Commission's Head office, in Islamabad and Company Registration Offices (CROs) located in other cities, during any working day from 1000Hrs to 1600Hrs. The "Invitation to bids" documents with detail terms & conditions may be obtained by visiting the SECP website: <a href="www.secp.gov.pk/procurement">www.secp.gov.pk/procurement</a>. The assets are offered for disposal on "AS IS WHERE IS" basis.

The sealed bids with 5% earnest money of bid-offered from the bidders in form of a pay order/bank draft in the name of SECP must reach to the concerned officer(s) either at head office in Islamabad or any regional offices of the Commission (i.e., through courier or by hand) by 1500Hrs, December 12, 2023 and will be opened on the same day at 1530Hrs. Addresses detail of Head Office and CROs is given in tender documents. For any clarification and further details please contact the following focal person:

Zahid Ul Hassan, Deputy Director (Administration)
4<sup>th</sup> Floor, NIC Building, 63 Jinnah Avenue, Islamabad
051-9195302

#### TERMS AND CONDITIONS FOR BIDS AND BIDDERS

- 1. "Invitation to Bids" Identification Number T#02(D)/23-24
- 2. Bids are invited for "Disposal of Fixed and junk assets".
- 3. The Asset Disposing Agency is "The Securities and Exchange Commission of Pakistan".
- 4. Bid/offer should be valid for 90 days.
- 5. The amount of the bid and earnest money shall be in Pak Rupees.
- 6. Each Bid should be accompanied with earnest money (refundable) for an amount equal to 5% of the quoted price in shape of either pay order, demand draft valid for not less than 03 months in favor of Securities and Exchange Commission of Pakistan. Bids not accompanied by Earnest Money or with less than the prescribed amount of Earnest Money shall not be entertained. (Cross cheques are not acceptable). The bidder will quote price excluding all applicable Govt. taxes and successful bidder will pay the applicable tax along with his offered price separately.
- 7. If the bid (s) is withdrawn after opening and before the completion of auctioning process i.e. identification of successful bidders, then Earnest Money submitted with a such bid (s) will be forfeited in favor of the SECP, Islamabad.
- 8. After the opening of the bids, earnest money of offers may be returned immediately other than 1<sup>st</sup> & 2<sup>nd</sup> highest bidder.
- 9. The Commission does not pledge to accept the highest bid and reserves the right of disposing of full or in part assets offered and bidders shall buy the same at the rates quoted by them.
- 10. As these assets are available at different locations therefore successful bidder will be responsible for collecting the items from each office at his own arrangement. The bidder may authorize any other person to collect the items on his behalf from any office subject that authority letter is provided.
- 11. The Commission has the right to accept or reject any offer without assigning any reason at any stage of the tender. The decision of the Commission shall be final and binding on all matters relating to this tender.
- 12. Interested parties may visit to look the condition of assets for disposal at the Commission's head office and regional offices from 1000Hrs to 1600Hrs on any working day.
- 13. The language of the bid shall be English or Urdu and alternative bids may not be considered.
- 14. Amendments or alterations/cutting etc., in the bids shall be attested in full by the person who has signed the bids.
- 15. The offers 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.
- 16. Rates shall be quoted strictly on a lump sum basis for all assets mentioned in the bid documents. Partial rates for any items are not accepted.

- 17. Interested parties shall assume full responsibility for any taxes as may be required by the law.
- 18. Bids shall not be submitted electronically. Telegraphic and conditional bids will also notbe accepted. Further, unsealed bids/incomplete bids will not be entertained/received.
- 19. Bid shall be composed of a single envelope containing the information be on the prescribed format.
- 20. Envelope shall bear the following identification marks in bold and legible letters:

21. Bid for:	"Disposal of	f Fixed and	Junk Assets"
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Name of Interested Party:	
-	

22. The due date for the submission of bids is

Date: December 12, 2023

Time: 1500 Hrs.

**23.** The bid opening shall take place on:Date:

**December 12, 2023** 

Time: **1530 Hrs.** 

- 24. A statement "Do Not Open Before 1530 Hrs on December 12, 2023, shall be clearly mentioned on the top of the sealed bid.
- 25. Bids received after the due date and time will not be entertained. List of fixed and Junk items are given below as Annex-B.
- 26. Successful bidder will have to deposit the quoted price in the shape of either pay order or demand draft along with tax amount (applicable at that time) in favor of the Securities and Exchange Commission of Pakistan within three working days of the date of firm written offer by the Commission; plus, taxes as applicable under Section 236A of Income Tax Ordinance 2001, otherwise, Commission will have the right to forfeit the earnest money and declare the next highest bidder as the successful bidder. (Cross cheques will not be accepted).
- 27. On receipt of full payment from the successful bidder, the successful bidder will be required to transport the bought assets (on his/her own) within 07 working days from all locations mentioned, otherwise, the Commission will not take any responsibility of the sold assets. The Commission reserves the right to accept or reject any or all offers without assigning any reason. The Commission has the right to award work to the 2<sup>nd</sup> highest bidder in case 1<sup>st</sup> bidder fails to deposit the amount within given time frame.
- 28. It is of utmost importance that bids shall be submitted very carefully and in accordance with the instructions set forth above, failing which the offer will be ignored.
- 29. The Disposal of Assets list is available at various locations therefore, bidders may visit the following locations to view the condition physically. Contact Person details are as follows:

#### **Head Office:**

#### 1. Muhammad Umar Hayat Raja,

Securities and Exchange Commission of Pakistan, 4<sup>th</sup> Floor, NIC Building, 63 Jinnah Avenue, Islamabad 051-9195520

#### 2. Mr. Adil Hafeez

Securities and Exchange Commission of Pakistan, Archive Center, Plot number 38 Street 11 sector I-9/2 near Hassan Steel Mill Islamabad +92-51-8890144

#### 3. CRO Karachi:

Mr. Sajjad Ahmed, State Life Building-2, Company Registration Office, 4<sup>th</sup> Floor North Wing, Wallace Road, I. I. Chundrigar Road, Karachi + 92-21-99002056

#### 4. <u>CRO Lahore:</u>

Mr. Muhammad Ali Tahir, Company Registration Office, Associate House, 3<sup>rd</sup> & 4th Floor, 7-Egerton Road, Lahore +92-42-9904029

#### 5. CRO Peshawar:

Mr. Muhammad Naushad, Company Registration Office, State Life Building, 1<sup>st</sup> Floor The Mall, Peshawar Cantt.PESHAWAR. +92-91-9213178, +92-91-5287309

#### 6. CRO, Faisalabad

Mr. Ghulam Mustafa Company Registration Office, 2<sup>nd</sup> Floor, FCCI Building, East Canal Road, Faisalabad. +92-41-9230264

#### 7. CRO Islamabad;

Mr. Taimoor Janjua, State Life Building No. 7, 1<sup>st</sup> Floor, Nazim Uddin Road, Blue Area Islamabad. 051-9195302

#### 8. CRO Multan:

Mr. Kashif Islam,

2<sup>nd</sup> floor, Nawa-e-Waqat Building, Abdali Road, Multan

Tel: 061-9200920/061-9200530

Bids shall only be submitted If all of the above requirements, Terms & Conditions are acceptable to the bidder.

### The format for submitting the Bid document is given as Annex-A.

				Annex-A	
		<u>Bid Subm</u>	ission form		
1. Bid f	or Asset	(Ref #):			
2. Nam	e of Into	erested Party:			
3. CNIC#	<b>!</b>				
4. NTN#					
5. Total	Offered	Price:			
6. Conta	ct Num	ber:			
7. Posta	l Addre				
8. Email	Addres	s:			
Bid Price	w.r.t Fi	xed and Junk Items:			
	Sr. #	Name of Assets		red Price (PKR)	
	1	Fixed and Junk items of the Commiss excluding tax	sion		
		Total Offered Price excluding applic	able tax:		
is true, correcthis form may with fine or in attached to t my offered p	ct, comp y be gro nprison his bid r rice.	that, to the best of my knowledge and lete and made in good faith. I underst unds for not entertaining my bid, orfor ment accordingto laws of Pakistan. I ui nay be investigated. I certify that I will	and that false orfra cancellation after b nderstand that any i	udulent information on or a id acceptance, and may be information I voluntarily pro	nttached to punishable ovide on oi
<u></u>					
Date:					
Company sta	ımp:				

### List of Items for Disposal at Head office and CROs:

Sr. #	Description	Qty	Location
1	fan	1	CRO Faisalabad
2	fan	1	CRO Faisalabad
3	fan	1	CRO Faisalabad
4	fan	1	CRO Faisalabad
5	Split A/C, LG Unit 1.5 tons	1	CRO Faisalabad
6	Dawlance AC 1.5 ton	1	CRO Multan
7	Orient 1.5 Ton AC	1	CRO Multan
8	Gree AC 1.5 TON	1	CRO Multan
9	Geyzer	1	CRO Multan
10	Vaccume cleaner	1	CRO Multan
11	Fax machine	1	CRO Multan
12	wooden counter	1	CRO Multan
13	water fliter, carpet pieces, broken woods, blinds, broken heater (Qty:2), sanitory items, newspaper, UPS batteries etc.	Lumpsum	CRO Multan
14	CC TV System	1	CRO Multan
15	CCD CAMERA	1	CRO Multan
16	CCD CAMERA	1	CRO Multan
17	AUTO COLOR PROCESSOR 8 CHANNEL	1	CRO Multan
18	CCTV System Cameras (qty: 3)	3	CRO Multan
19	old PABX KX-TES824 with consol	1	CRO Multan
20	Photocopier (SAMSUNG SCX-8240)	1	CRO Peshawar
21	Paper Schredder	1	CRO Peshawar
22	Grand magic guard (qty: 01),	Lumpsum	CRO Peshawar
23	Fan	1	CRO Peshawar
24	Fan	1	CRO Peshawar
25	item removed	-	-
26	LED monitor	1	CRO Peshawar
27	HP Laser Jet 1606dn	1	CRO Peshawar
28	CCTV cameras/box/dome camera qty: 01	1	CRO Peshawar
29	CC TV System	1	CRO Peshawar
30	Sofa		CRO Peshawar
31	chair	1	CRO Peshawar
32	chair	1	CRO Peshawar
33	sofa chair	1	CRO Peshawar

I	1	I	I
34	chair	1	CRO Peshawar
35	chair	1	CRO Peshawar
36	chair	1	CRO Peshawar
37	chair	1	CRO Peshawar
38	chair	1	CRO Peshawar
39	scanner HP	1	CRO Peshawar
40	AC 1.5 Ton Gree	1	CRO Sukkur
41	Vacumme cleaner	1	CRO Sukkur
42	fan	1	CRO Sukkur
43	oven	1	CRO Sukkur
44	Paper Shredder	1	CRO Sukkur
45	chair	1	CRO Sukkur
46	chair	1	CRO Sukkur
47	damage telephone sets, qty: 12, tube chowks, qty: 15, damage cable wires, NVR qty: 1, packing boxes qty: 49, stabilier, qty:1, steel rods, qty: 20, silver blang long, qty: 01, lamp, key boards qty: 3, toilet fans, stabilizer 1,	3	CRO Islamabad
48	water dispenser	1	CRO Islamabad
49	water dispenser	1	CRO Islamabad
50	water dispenser	1	CRO Islamabad
51	water dispenser	1	CRO Islamabad
52	NVR	1	CRO Islamabad
53	office cabinet	1	CRO Islamabad
54	office cabinet	1	CRO Islamabad
55	office cabinet	1	CRO Islamabad
56	office cabinet	1	CRO Islamabad
57	office cabinet	1	CRO Islamabad
58	office cabinet	1	CRO Islamabad
59	office cabinet	1	CRO Islamabad
60	office cabinet	1	CRO Islamabad
61	office cabinet	1	CRO Islamabad
62	office cabinet	1	CRO Islamabad
63	office cabinet	1	CRO Islamabad
64	office cabinet	1	CRO Islamabad
65	office cabinet	1	CRO Islamabad
66	office cabinet	1	CRO Islamabad
67	office cabinet	1	CRO Islamabad
68	office cabinet	1	CRO Islamabad
69	office cabinet	1	CRO Islamabad
70	office cabinet	1	CRO Islamabad
71	microwave oven	1	CRO Islamabad
72	fax machine	1	CRO Islamabad
73	Bracket Fan	1	CRO Islamabad
74	Bracket Fan	1	CRO Islamabad
75	Bracket Fan	1	CRO Islamabad
76	louver fan	1	CRO Islamabad
77	office table	1	CRO Islamabad

1	l .co	ĺ	l
78	office table	1	CRO Islamabad
79	Office chair	1	CRO Islamabad
80	Office chair	1	CRO Islamabad
81	Office chair	1	CRO Islamabad
82	Office chair	1	CRO Islamabad
83	Office chair	1	CRO Islamabad
84	Office chair	1	CRO Islamabad
85	Paper Shredder	1	CRO Islamabad
86	DVD player	1	CRO Islamabad
87	Miscellanious scrap items, UPS batteries Qty: 20	-	CRO Islamabad
88	Refrigerator-Dawlance	1	CRO Karachi
89	Microwave Oven, CS	1	CRO Karachi
90	Dawlance Microwave Oven	1	CRO Karachi
91	LED Orient	1	CRO Karachi
92	LED TV	1	CRO Karachi
93	Work Station	1	CRO Karachi
94	Office Table	1	CRO Karachi
95	Office table	1	CRO Karachi
96	office table	1	CRO Karachi
97	computer table	1	CRO Karachi
98	office table	1	CRO Karachi
99	computer table	1	CRO Karachi
100	Office Tables	1	CRO Karachi
101	Officer Table	1	CRO Karachi
102	Table	1	CRO Karachi
103	Office Tables	1	CRO Karachi
104	computer table	1	CRO Karachi
105	computer table	1	CRO Karachi
106	side rack	1	CRO Karachi
107	side rack	1	CRO Karachi
108	side rack	1	CRO Karachi
109	side rack	1	CRO Karachi
110	side rack	1	CRO Karachi
111	side rack	1	CRO Karachi
112	side rack	1	CRO Karachi
113	side rack	1	CRO Karachi
114	side rack	1	CRO Karachi
115	side rack	1	CRO Karachi
116	side rack	1	CRO Karachi
117	carpet	1	CRO Karachi
118	side rack	1	CRO Karachi
119	side rack	1	CRO Karachi
120	side rack	1	CRO Karachi
121	side rack	1	CRO Karachi
122	side rack	1	CRO Karachi
123	side rack	1	CRO Karachi
124	back rack	1	CRO Karachi

405		1	l 600 W 1.
125	Rack	1	CRO Karachi
126	Cabinet	1	CRO Karachi
127	Cabinet	1	CRO Karachi
128	Cabinet	1	CRO Karachi
129	office chair	1	CRO Karachi
130	office chair	1	CRO Karachi
131	office chair	1	CRO Karachi
132	office chair	1	CRO Karachi
133	office chair	1	CRO Karachi
134	office chair	1	CRO Karachi
135	office chair	1	CRO Karachi
136	office chair	1	CRO Karachi
137	office chair	1	CRO Karachi
138	office chair	1	CRO Karachi
139	office chair	1	CRO Karachi
140	office chair	1	CRO Karachi
141	office chair	1	CRO Karachi
142	office chair	1	CRO Karachi
143	office chair	1	CRO Karachi
144	office chair	1	CRO Karachi
145	Racks with Drawer	1	CRO Karachi
146	Nyrex White Board Magnetic 4872	1	CRO Karachi
147	DVR Recorder for CRO Karachi	1	CRO Karachi
148	Paper Shredder for Comm-Insurance	1	CRO Karachi
149	A/C Kenwood-Amore series M#KEA-2411S 2 tons/24000BTU,SCDKHI	1	CRO Karachi
150	A/C Kenwood-Amore series M#KEA-2411S 2 tons/24000BTU,SCDKHI	1	CRO Karachi
151	Office Table	1	CRO Karachi
152	Office Table	1	CRO Karachi
153	Office Table	1	CRO Karachi
154	Officer Table	1	CRO Karachi
155	Officer Table	1	CRO Karachi
156	Officer Table	1	CRO Karachi
157	Officer Table	1	CRO Karachi
158	office chair	1	CRO Karachi
159	office chair	1	CRO Karachi
160	office chair	1	CRO Karachi
161	office chair	1	CRO Karachi
162	office chair	1	CRO Karachi
163	office chair	1	CRO Karachi
164	office chair	1	CRO Karachi
165	office chair	1	CRO Karachi
166	office chair	1	CRO Karachi
167	office chair	1	CRO Karachi
168	office chair	1	CRO Karachi
169	office chair	1	CRO Karachi
109	Office criaii	1	CNO NATACITI

170	office chair	1	CRO Karachi
171	office chair	1	CRO Karachi
172	office chair	1	CRO Karachi
173	office chair	1	CRO Karachi
174	office chair	1	CRO Karachi
175	office chair	1	CRO Karachi
176	Water Dispenser	1	CRO Karachi
177	Steel chair	1	CRO Karachi
178	Steel chair	1	CRO Karachi
179	Steel chair	1	CRO Karachi
180	Sofa Seat		CRO Karachi
		1	
181	Junk Items (fans qty:2,	Lumpsum	CRO Karachi
182	Bracket fan	1	CRO Lahore
183	Bracket fan	1	CRO Lahore
184	Bracket fan	1	CRO Lahore
185	Louver Fan	1	CRO Lahore
186	Exhaust fan	1	CRO Lahore
187	Exhaust fan	1	CRO Lahore
188	office table	1	CRO Lahore
189	office table	1	CRO Lahore
190	Visitor chair	1	CRO Lahore
191	Visitor chair	1	CRO Lahore
192	Visitor chair	1	CRO Lahore
193	Visitor chair	1	CRO Lahore
194	Visitor chair	1	CRO Lahore
195	Visitor chair	1	CRO Lahore
196	Junk/scrap miscellanious items, Old batteries	Lumpsump	CRO Lahore
197	Paper schredder	1	CRO Lahore
198	DVD Player	1	CRO Lahore
199			I-9 office,
155	Water dispencer	1	Islamabad
200			I-9 office,
	Water dispencer	1	Islamabad
201			I-9 office,
	Water dispencer	1	Islamabad
202	Water dispencer	1	I-9 office, Islamabad
	water dispericer	1	I-9 office,
203	TV Trolley	1	Islamabad
_		<u> </u>	I-9 office,
204	Microwave oven LG	1	Islamabad
20-	Miscellanious items, partitions, broken		I-9 office,
205	tiles, bricks	Lumpsum	Islamabad
0.5.5	Miscellanious items, partitions, broken		I-9 office,
206	tiles, bricks	Lumpsum	Islamabad
0.5-	Junk items, broken iron rods, extension		I-9 office,
207	board	Lumpsum	Islamabad
208	Leasehold items broken blinds etc	Lumpsum	I-9 office,
		.  2	·

			Islamabad
200			I-9 office,
209	Office table	1	Islamabad
240			I-9 office,
210	Office table	1	Islamabad
			I-9 office,
211	Office table	1	Islamabad
			I-9 office,
212	Office table (top only)	1	Islamabad
	construction only	<del>_</del>	I-9 office,
213	Office table (top only)	1	Islamabad
	contectable (top omy)		I-9 office,
214	wooden door	1	Islamabad
	Wooden door	<u> </u>	I-9 office,
215	wooden door	1	Islamabad
	Wooden door	<u> </u>	I-9 office,
216	wooden door	1	Islamabad
	wooden door	1	
217	aadan daar	1	I-9 office,
	wooden door	1	Islamabad
218		4	I-9 office,
	wooden door	1	Islamabad
219	office chair		I-9 office,
		1	Islamabad
220	office chair		I-9 office,
		1	Islamabad
221	office chair		I-9 office,
		1	Islamabad
222	office chair		I-9 office,
		1	Islamabad
223	office chair		I-9 office,
223		1	Islamabad
224	office chair		I-9 office,
224		1	Islamabad
225	office chair		I-9 office,
223		1	Islamabad
226	office chair		I-9 office,
220		1	Islamabad
227	office chair		I-9 office,
227		1	Islamabad
220	office chair		I-9 office,
228		1	Islamabad
220	office chair		I-9 office,
229		1	Islamabad
	office chair		I-9 office,
230		1	Islamabad
	office chair		I-9 office,
231		1	Islamabad
	office chair		I-9 office,
232	333 3	1	Islamabad
	office chair	<u> </u>	I-9 office,
233	Since chan	1	Islamabad
			isiairiabaa

224	office chair		I-9 office,
234		1	Islamabad
235	office chair		I-9 office,
233		1	Islamabad
236	office chair		I-9 office,
230		1	Islamabad
237	office chair		I-9 office,
237		1	Islamabad
238	office chair		I-9 office,
230		1	Islamabad
239	office chair		I-9 office,
		1	Islamabad
240	Honor board		I-9 office,
		1	Islamabad
241	Honor board		I-9 office,
		1	Islamabad
242	Fan		I-9 office,
		1	Islamabad
243	Fan		I-9 office,
		1	Islamabad
244	Fan		I-9 office,
		1	Islamabad
245	Fan		I-9 office,
	Barre Calmedday	1	Islamabad
246	Paper Schredder	_	I-9 office,
	Descrip	1	Islamabad
247	Drawz	1	I-9 office, Islamabad
	Rack	1	I-9 office,
248	NdCK	1	Islamabad
	Rack	1	I-9 office,
249	Nack	1	Islamabad
	Cabinet	1	I-9 office,
250	Cusinet	1	Islamabad
	Sony TV	_	I-9 office,
251	Sony IV	1	Islamabad
	Sony TV	_	I-9 office,
252	<i>,</i> ·	1	Islamabad
0.5	LED Samsung		I-9 office,
253		1	Islamabad
25.			I-9 office,
254	TV Trolley	1	Islamabad
255			I-9 office,
255	heater	1	Islamabad
256	Junk Items telephone sets, extension, used consumed	lumpsum	I-9 office,
	Cotton boxes Qty: 1,000 (torned).	, , , , , , , , , , , , , , , , , , ,	Islamabad
	table		I-9 office,
257	lane	1	Islamabad
258	book shelf	1	I-9 office,
230	DOOK SHELL	1	i-5 office,

l	1	I	l ala sa ala a d
			Islamabad
259	Rack		I-9 office,
233		1	Islamabad
260	Rack		I-9 office,
200		1	Islamabad
261	Rack		I-9 office,
201		1	Islamabad
262	Rack		I-9 office,
262		1	Islamabad
262	office cabinet		I-9 office,
263		1	Islamabad
264	office cabinet		I-9 office,
264		1	Islamabad
265	office cabinet		I-9 office,
205		1	Islamabad
266	office cabinet		I-9 office,
200		1	Islamabad
267	office cabinet		I-9 office,
267		1	Islamabad
260	office cabinet		I-9 office,
268		1	Islamabad
260	office cabinet		I-9 office,
269		1	Islamabad
270			I-9 office,
270	AC with outdoor	1	Islamabad