



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 21/23-24

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from professional service providers, 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 Services of Design House

Bidding document for above mentioned requirement and conditions, method of procurement, procedure for submission of bid, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bid 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 **February 06, 2024 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 (Monday to Friday excluding Public Holidays)

M. Ubaidullah Khalid, Add. Joint Director (Admin)
NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad-44000, Pakistan

Terms and Conditions for Applicants

1. Tender Identification Number: **T # 21/23-24**
2. Bids are invited for “Hiring of Services of Design House” through EPADS <https://eprocure.gov.pk>
3. The Securities and Exchange Commission of Pakistan invites sealed bids from professional service providers, 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 SERVICES OF DESIGN HOUSE

Through

SINGLE STAGE TWO ENVELOP METHOD

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. Initially, only the envelope marked “**TECHNICAL BID**” shall be opened publicly. The envelope marked as “**FINANCIAL BID**” shall be retained.
6. **The Bid Bond/security should be with the Technical bid envelop, failing which the bid shall be rejected.**
7. **BID Bond should not be placed within the envelope of financial bid/proposal failing which the bid shall be rejected.**
8. Bids not accompanied by bid bond/security or with less amount of bid bond/security will not be entertained.
9. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) amounting to **Rs.60,000** in shape of either pay order, demand draft in favor of Securities and Exchange Commission of Pakistan. **Cheque will not be acceptable**
10. After the evaluation and approval of the technical bid, financial bids of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful Bidder will be returned.
11. Only registered supplier/service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are only eligible to supply goods/provide services to the Commission. Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.

12. In case bidder (if selected) is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted.
13. 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/>
14. The bid validity period shall be 90 days.
15. **Bidder must submit the undertaking as per format prescribed in relevant Annexure, failing which the bid shall be rejected.**
16. 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.
17. The language of the bid is English and alternative bids shall not be considered.
18. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
19. 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.
20. In case any Bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
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 may 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 and for taxation purposes will be treated in accordance with the applicable laws.
24. Detail of applicable taxes and whether taxes included or not in the quoted price and breakup of the quoted price shall be clearly mentioned.
25. 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.
26. 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.
27. The Bidder are hereby informed that the Commission shall deduct tax at the rate prescribed under the tax laws of Pakistan i.e. Income Tax Ordinance, from all payments for supply/services rendered by any responding organization who accepts the Purchase order or signs agreement with the Commission.

28. 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.
29. If selected and declared as Most Advantageous/lowest evaluated Bidder then the selected Bidder will have to provide the required services. In case selected Bidder is not willing to supply/provide services on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the Commission.
30. Services provided must be paid in respect of all applied duties and taxes. Tax shall be deducted/withheld as per applicable sales tax and income tax law.
31. 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.
32. The Bidder do not have the option of submitting their bid electronically. Telegraphic and conditional bid will not be accepted.
33. Only sealed bids will be accepted/opened and unsealed bids will be rejected.
34. Joint venture/consortium not allowed.
35. Clarification if any on the requirements may be obtained from: ubaidullah.khalid@secp.gov.pk
36. The bid bond/security of successful Bidder will be retained and returned after completion of services. However, bid bond/security of unsuccessful Bidder will be returned after award of contract i.e. issuance of Purchase Order (PO), to successful Bidder.
37. 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.
38. Successful Bidder shall be bound to provide the required items/services 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.
39. In case 1st Most Advantageous/lowest evaluated Bidder is unable to provide required services 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 provide the required services then the Commission reserve the right to award the contract to 3rd Most Advantageous/lowest evaluated Bidder.
40. Bid bond/security of the Bidder who is unable to provide the required services shall be forfeited in favor of the Commission.
41. The Commission reserves the right either to issue a Purchase Order (PO) or sign an agreement with the successful Bidder OR PO & Agreement both will be executed.
42. The bids received after the due date and time will not be entertained.

43. 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 rejected.
44. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
45. The strength of officers may increase/decrease according to SECP requirement.
46. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
47. **The place of bid destination for hardcopy of the bids submitted through EPADS is: Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad OR Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.**
48. The envelopes shall bear the following additional identification marks:

Bid for: **HIRING OF SERVICES OF DESIGN HOUSE**

Bidder Name: XYZ

Attention: **M. Ubaidullah Khalid**
Add. Joint Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

49. The deadline for the submission of bids is:

Date: February 06, 2024

Time: 1100 Hrs

50. The bid opening shall take place at:

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

Date: February 06, 2024

Time: 1130 Hrs

51. A statement "Not to be opened before 1130Hrs on February 06, 2024" shall be clearly mentioned on the top of the sealed bid.

Note:

- **The attachment details are as under**

- | | |
|---|-----------|
| 1. Scope of Work | Annex "A" |
| 2. Evaluation Criteria | Annex "B" |
| 3. Format for Financial Bid and Payment Terms | Annex "C" |
| 4. Format of Affidavit/Undertaking | Annex "D" |
| 5. Documentary Evidence | Annex "E" |

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

Scope of Work
FOR HIRING OF SERVICES OF DESIGN HOUSE

Securities and Exchange Commission of Pakistan (SECP) is looking for a services of a professional Design House based in Islamabad to handle the Creative and Designing business of SECP as and when required for a period of one year.

The Design House will be requested to perform following tasks:

1. Production of still art/designing work including info graphs, website banners, invitations, advertisements, brochure, standees etc.
2. Designing of PowerPoint Presentations, Regulations, Documents, Concept Notes,
3. Designing of SECP’s Annual Report and quarterly Newsletters etc.
4. Editing of videos, as and when required;
5. Moreover, the graphic designer firm will also be liable to provide services over weekend/holiday/after office hours, if required.
6. The SECP will retain all intellectual property rights of all design, materials, and concepts provided in the performance of the Services.
7. The successful bidder will be required to sign a Non-Disclosure Agreement (NDA) with the SECP.

Evaluation Criteria

Bids shall be evaluated on the basis of following criteria:

Technical Bid(s) shall be evaluated as per following:

S#	Criteria	Sub Marks	Marks
1.	Company Information/Profile		10
1.1.	Legal structure of Bidder Proprietorship	3	
1.2.	Private Ltd	7	
1.3.	Public Ltd	10	
2.	Technical Functionality		30
2.1.	List of clientele (multinational/banks/government institutes) along with evidences of minimum 10 clients within last 06 months) (Attach PO, Work Order, MOU etc.) 2 Marks per client	20	
2.2.	Design samples of minimum 10 clients required (1 Marks per Sample)	10	
2.3.	Experience in terms of years since providing Designing Services to Public and Private sector Organizations		20
2.3.1.	0-5 years of experience (10 Marks)	10	
2.3.2.	5-10 years of experience (15 Marks)	15	
2.3.3.	Above 10 years of experience (20 Marks)	20	
3.	Affiliated Services/One Window Services		20
3.1.	List with complete CV of expert team i.e. Copy Writer (2 Marks) , translator (2 Marks), proofreader (2 Marks), Camera man (2 Mark) graphic designer (4 Marks), NLE (4 Marks) & Media manger (4 Marks) (CV Attached and each CV will get one mark)	20	
4.	Equipment		10
4.1.	List of Equipment's (please attach Details)		
4.2.	Desktop Computers /laptops (1 Marks per PC),	6	
4.3.	Studio camera(2 Marks per Camera)	4	
5.	Licensing		10
5.1	APNS (4) PBA (2) IPO (2), EOBI (2)		
	Grand Total	100	

- Bid(s) found in compliance with the terms and conditions mentioned above and securing minimum 70% marks i.e. 70 Marks or more, out of 100 Marks shall be considered technically responsive and at par/equivalent.
- Technically responsive bids shall ONLY be considered for further processing i.e. financial bid opening and evaluation
- Technically responsive bid quoting lowest Annual Service Charges (Incl. of Sales Tax) shall be selected for required services.

Format for Financial Bid and Payment Terms

The price/charges per month should be clearly mentioned. **The price/charges per month be inclusive of all the expenses/Taxes.**

FORMAT FOR FINANCIAL BID ONLY

S/No	Description/Months	Amount Rs
a)	Service Charges Per Month	
b)	Sales Tax	
c)	Service Charges Per Month (Incl. of Sales Tax)	
d)	Annual Service Charges (Incl. of Sales Tax)	

Note:

- The above fixed price includes all costs to complete the required services including management, IT services, travel lodging, supplies/consumables, phone/fax, out of pocket expenses, any other cost and other miscellaneous expenses. The SECP shall not reimburse any other costs beyond this fixed price. Payment shall be made after confirmation of concerned Dept.
- Technically responsive bid, quoting lowest Annual Service Charges (Incl. of Sales Tax) will be selected.
- Payment will be made to the successful bidder on a monthly basis i.e. after each month.

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 Security (As applicable)			
7	Authorized Contact Number and Email Address.			

Note: Submission of bid against this invitation shall be considered acceptance of all terms and conditions