



**SECURITIES AND EXCHANGE COMMISSION  
OF PAKISTAN**

**T# 48/23-24**

**Invitation to Bid**

The Securities and Exchange Commission of Pakistan invites bids ONLY through **e-Pak Acquisition & Disposal System (EPADS)** from Human Resource Consultancy firms registered with Federal Board of Revenue/Relevant Tax Authority having NTN and Sales Tax No. and are also appearing on Active Taxpayers List (income and Sales tax) for:

**Employee Perception Survey**

Bidding documents containing 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 requirements are available for the interested bidder(s) from the undersigned free of cost and can also be downloaded from <https://eprocure.gov.pk/> OR <https://www.secp.gov.pk/procurement/>

The bids prepared in accordance with the instructions mentioned in the bidding documents, should be submitted ONLY through EPADS on or before June 24, 2024 at 1100Hrs and will be opened on the same day at 1130Hrs.

*In case of any technical difficulty in using EPADS prospective bidder(s) may contact PPRA at <https://www.ppra.org.pk/>*

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)

Ubaidullah Khalid, Additional Joint Director (Admin)  
4<sup>th</sup> Floor NICL Building, Jinnah Avenue, Blue Area Islamabad.

## Terms and Conditions for Applicants

1. **Tender Identification Number: T#48/23-24**
2. The Securities and Exchange Commission of Pakistan invites bids electronically **ONLY through e-Pak Acquisition & Disposal System (EPADS)** from Human Resource Consultancy firms registered with Federal Board of Revenue/Relevant Tax Authority of Government of Pakistan, having NTN and Sales Tax No. and are also appearing on Active Taxpayers List (income and Sales tax) for:

### **Employee Perception Survey**

**Through**

#### **SINGLE STAGE ONE ENVELOP METHOD**

3. Only registered Service provider (s) who are on Active Taxpayers List (Income and Sales Tax) of FBR/respective revenue boards are eligible to 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.
4. 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.
5. Joint ventures are not allowed to participate in bidding process.
6. All bids must be submitted along with a scanned Bid Security of the amount mentioned below, and in the form of Banker's Cheque i.e. Pay Order. The hard copy of bid security must be submitted by interested bidder(s) to the procuring agency any time before the closing time of bid submission.
7. 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.50,000** in shape Bankers Cheque i.e. pay order in favor of Securities and Exchange Commission of Pakistan. **Cheque will not be acceptable.**
8. 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 bidder(s) in advance. Financial bids and the bid bonds/securities of technically unsuccessful bidder will be returned.
9. If the bid is withdrawn by the successful bidder 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.
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. Service provider shall be bound to complete the task on mutually agreed dates and time at each station.
12. Service provider (s) participating in the bidding process may be required to make a presentation on their organization profile, experience and methodology to the procurement committee. (if required)
13. Successful Service provider may issue Purchase Order OR have to sign a legal agreement with the

Commission.

14. Successful Service provider shall be bound to provide the required items/services within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 0.2% (of the PO/contract Value) per day shall be imposed and deducted from the payment for undelivered items/services. However, imposed penalty shall not exceed 10% of the PO/contract value.
15. Payment to the Service provider will be subject to the deduction of income tax & sales tax as per applicable sales tax and income tax law at the rate prescribed by the Government from time to time. A certificate for the tax amount deducted will be provided to the Service provider .
16. In case bidder (if selected) is not appearing 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/withheld.
17. 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.
18. The language of the bid is English and alternative bids shall not be considered.
19. Amendments or alterations/cutting etc., in the bids must be attested in full by the person signed the bids.
20. The prices quoted shall correspond to 100% of the requirements specified therein. The prices quoted by the Service provider (s) 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.
21. The rates must be quoted strictly in accordance with our documents and Annex(s).
22. Discounts (if any) offered by the Service provider (s) shall be part of the bid.
23. In case where 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 Bid(der). In case selected bid(der)/Service provider is not willing to supply/provide services on quoted amount, then bid security submitted with the bid will be forfeited in favor of the Commission.
24. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
25. The interested Service provider (s) must have regular place of business, telephone numbers and email address.
26. The proof of Service provider (s) existence/registration as a legal entity and an affidavit that the Service provider (s) is/are not blacklisted by any organization must be presented with the bid.
27. The strength of employees may increase/decrease according to SECP requirement.
28. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
29. SECP reserves the right to reject and cancel all the bidding process at any stage.

30. Bidder(s) do not have the option of submitting their bids other than EPADS.

31. Clarification on the technical requirement if any, may be obtained from:

- [ubaidullah.khalid@secp.gov.pk](mailto:ubaidullah.khalid@secp.gov.pk)

32. **The deadline for the submission of bids is:**

**Date: June 24, 2024**

**Time: 1100Hrs**

33. **The bid opening shall take place at:**

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

**Date: June 24, 2024**

**Time: 1130Hrs**

**Note: Attachment Details are as under:**

1.	Terms of Reference/Technical Specifications	Annex "A"
2.	Evaluation Criteria	Annex "B"
3.	Format for Financial Bid	Annex "C"
4.	Format for Undertaking	Annex "D"
5.	Documentary Evidence Form	Annex "E"

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

## **Terms of Reference - Employee Perception Survey**

### **1. SCOPE OF WORK**

SECP is seeking services of a consulting firm in support of SECP's strategic initiatives surrounding employee engagement and satisfaction.

SECP intends to hold super ordinate survey online at eight different locations in Pakistan. Presence of the consulting team will be required at Islamabad, Peshawar, Lahore and Karachi. Approximately 350 employees will be filling out the forms.

Employees will evaluate 40 officers approximately. Employees shall give their opinion about the Leadership, Senior Management, HoDs/Supervisors whom they are currently working with or about the ones they have worked with in the past.

### **2. TERMS OF REFERENCE**

These services shall include:

- Co-creating a superordinate survey using best practices demonstrated through previous work engagements alongside an expected measurement plan
- Receive SECP's approval of the survey instrument prior to proceeding
- Conduct an effective employee survey with the goal of achieving a high employee participation rate
- Provide a comprehensive, but concise, executive summary report, as well as, all response data (scrubbed of employee identity)
- Assist SECP in seeking additional information and feedback for potential improvement actions through post-survey employee focus groups

Specific requirements should include:

#### **a. Survey Design**

- Develop project plan with SECP management

#### **b. Survey Procedures**

- Provide fully hosted web portal and survey software
- Allow SECP staff access to test and approve web portal and actual survey prior to launch

- Develop and provide survey controls, procedures and participant instructions
- Work with SECP staff to develop all employee communication scripts in advance
- Provide personal access directly to each employee for ensuring confidentiality
- Receive SECP management's approval prior to launch

**c. Survey Administration**

- Monitor survey throughout survey timeframe
- Provide dedicated resources for responding to employee questions or issues

**d. Survey Analysis**

- Analyze and tabulate survey results
- Provide all actual response data in a Microsoft compatible format (scrubbed of individual employee identity) to SECP HR department
- Work with SECP to develop and then present executive summary to the management in regards to the survey results; receive SECP management's acceptance of results and reports

**e. Post survey services**

- Recommendations to the leadership team on areas of improvement based on the survey results
- Provide detailed feedback results and an additional executive summary to SECP management that includes suggested action plans, benchmarking on data and practices against results from similar organizations.

***Note: The survey has to be conducted within two weeks and report must be submitted within a month of onboarding of a firm.***

## Evaluation Criteria

SN	Description	Max Score	Weighting Criteria	Means of Verification
01	<b>Experience:</b>  The number of years the Firm has been providing survey services	10	More than 10 years= 10 Marks  7 to 10 years= 7 Marks  5-7 years= 5 Marks  1-4 years= 3 Marks	Verification of the operational status of the firm specializing in similar surveys, demonstrating the provision of related services over the past [number of] years.
03	<b>Client References</b>  The bidder must have previously provided similar services for different organizations.	40	1. Clients with employee strength 500 and above (5 Marks per client upto a maximum of 6 clients)  2. Clients with employee strength below 500. (2.5 Marks per client upto a maximum of 4 clients)  *The human resource strength of each organization for which survey was conducted must be mentioned along with name of organization, year of conducting the survey and details of what kind of survey was conducted otherwise no marks will be assigned in this category.	Copy of agreement/confirmation letter by the client along with name and contact details of the clients.
	<b>Total Marks</b>	<b>50</b>		

**NOTE:**

1. Bid securing minimum 25 marks or more shall be considered qualified/responsive and for further processing.
2. Bid securing minimum 25 marks or more shall be considered qualified/responsive and and quoting lowest Total Bid Price (Rs.) shall be awarded the contract.
3. The bidders **MUST** submit a compliance sheet against all requirements mentioned in the technical evaluation criteria.
4. Bids NOT in compliance with any **MUST** requirements/items in the evaluation criteria will NOT be evaluated.

**FORMAT FOR SUBMISSION OF FINANCIAL BID/QUOTING CHARGES/PRICE**

<b>S#</b>	<b>Requirements</b>	<b>Lump Sum Price/Service Charges including all taxes (Rs.) Per Person</b>	<b>Total No. of Employees</b>	<b>Total Lump Sum Price/Service Charges including all taxes (Rs.)</b>
1	Employee Perception Survey Charges		--357--	

**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 completion of the services and confirmation of concerned Dept.



**Format of Affidavit/Undertaking (DULY NOTARIZED)**

**Bidder must submit following undertaking (on stamp paper of Rs.100 ) duly notarized, 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) Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization
- g) 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 EVIDENCES FOR ELIGIBILITY OF BIDDER(S)**

Name of the Bidder: \_\_\_\_\_

Bid against Reference No: \_\_\_\_\_

Date of opening of Bid: \_\_\_\_\_

Documentary evidences for determining eligibility of the bidder(s) & evaluation of bids. Bidder(s) should only fill the column with initials against those requirements that they are attaching with the form. **Bidder(s) are required to mark page number on all pages of the bid and mention the exact page number of relevant documents in the table below.** Bidder(s) are advised to attach all supporting documents with this form in the order of the requirement.

<b>S #</b>	<b>Required Documentation</b>	<b>Signature/ initials of Bidder</b>	<b>Supporting Document's Title</b>	<b>Page Number in the Bid.</b>
<b>1</b>	NTN Certificate			
<b>2</b>	GST Certificate			
<b>3</b>	Availability on Active Tax Payers List of FBR			
<b>4</b>	Registration/Incorporation/Business Certificate			
<b>5</b>	Affidavit(s)			
<b>6</b>	Bid Bond/Security (As applicable)			
<b>7</b>	Bid Validity period of 90 days (As applicable)			
<b>8</b>	Authorized Contact Number and Email Address.			