



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

Tender No. **T# 01(DISPOSAL)/2024-25**

INVITATION TO BID
Disposal of Surplus Fixed Assets

The Securities and Exchange Commission of Pakistan invites interested and qualified parties to submit their best offers through sealed bids for the disposal of surplus fixed assets, as detailed below;

Sr. No.	Nature of Assets	Quantity
1	Generator 500 KVA (Perkins) 2 Batteries (Exide) 240 Amp and 90 meters 8 Core Wire	1
2	Generator 30 KVA FG Wilson with 1 Battery (Exide) 140 Amp and 90 meters 8 Core Wire	1
3	Furniture Items	As per List
4	Office Equipment	As per List

A detailed list of assets can be viewed on our website: www.secp.gov.pk/procurement

Interested parties may inspect the assets in Islamabad at the Commission's office during working hours from 10:00 AM to 4:00 PM. For assets located in Karachi, inspections will be held at the Companies Registration Office (CRO) in Karachi on Saturday, September 14, 2024, from 10:00 AM to 12:00 PM.

The "Invitation to Bid" documents, including detailed terms and conditions, are available for download from the SECP website: www.secp.gov.pk/procurement. All assets are sold on an "AS IS, WHERE IS" basis.

Sealed bids, accompanied by 10% earnest money of the bid amount in the form of a pay order or bank draft made out to SECP, must be submitted to the concerned officer at the SECP head office in Islamabad either by courier or by hand no later than 11:00 AM on September 24, 2024. Bids will be opened on the same day at SECP head office, Islamabad at 11:30 AM.

For further details or clarification, please contact the focal persons listed below:

Mr. Haris Jahangir
Assistant Director, Admin
63, Jinnah Avenue, Block L, F 7/4
Blue Area, Islamabad,
Islamabad Capital Territory 44000
Tel: 051-9195594

Mr. Deepak Kumar Jewani
Additional Joint Director, Admin
Company Registration Office
State Life Building No. 2, 4th Floor, Wallace Road
I.I. Chundrigar Road
Karachi
Tel: 021-99002068

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. "Invitation to Bids" Identification Number **T# 01(DISPOSAL)/2024-25**
2. Bids are invited for "Disposal of Surplus Fixed 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 by earnest money (refundable) for an amount equal to 10% of quoted price in either a pay order or a demand draft valid for not less than 03 months in favor of Pakistan's Securities and Exchange Commission. 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 the price **EXCLUDING** all applicable taxes and the successful bidder will pay the tax along with the offer price separately within 3 days of bid acceptance date.
7. If the bid (s) is withdrawn after opening and before the completion of the auctioning process i.e. identification of successful bidders, then Earnest Money submitted with 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 to the bidders immediately other than 1st & 2nd highest bidder.
9. The Commission does not pledge to accept the highest bid and reserves the right of disposing of full or partial assets offered and bidders shall buy the partial items at the rates quoted by them. The bidder shall ensure to quote the rates separately for both generators and separate rates for surplus fixed assets. Rates shall be quoted as per the Annex-A of the bidding document.
10. As surplus assets are available at different locations therefore, the successful bidder will be responsible for collecting the items from each CRO at his transport and any kind of other arrangements.
11. The Commission reserves the right to accept or reject any offer without providing a reason. It can accept all packages as a lump sum based on the highest bids offered or award the work separately for each package to the highest bidders. The Commission's decision will be final and binding on all matters related to this tender.
12. Interested parties may visit to look the condition of assets for disposal at the Commission's head office and Islamabad office from 1000Hrs to 1600Hrs on any working day. At Karachi, parties may visit to look the disposal items on **Saturday, Sep 14, 2024 from 10 am to 12pm.**
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 Annexure A to the bid documents.
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 not be accepted. Further, unsealed bids/incomplete bids will not be entertained/received.
19. Bid shall be composed of a single envelope containing the information in the prescribed format.
20. Envelope shall bear the following identification marks in bold and legible letters:
21. Bid for: **“Disposal of Surplus Fixed Assets”**

Name of Interested Party: _____

22. The due date for the submission of bids is

Date: **Sep 24, 2024**

Time: **1100 Hrs.**

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

Sep 24, 2024

Time: **1130 Hrs.**

24. A statement **“Do Not Open Before 1130 Hrs on Sep 24, 2024,”** shall be clearly mentioned on the top of the sealed bid.
25. Bids received after the due date and time will not be entertained.
26. The successful bidder will have to deposit the quoted price in the shape of either pay order or demand draft, in favor of the Securities and Exchange Commission of Pakistan Within three working days of the date of the firm written offer by the Commission; plus, taxes as applicable under Section 236A of Income Tax Ordinance 2001, otherwise, the Commission has 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.
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/rejected.
29. The bidders will be responsible for dismantling both generators from the site/building, including all associated costs, transportation, and other necessary arrangements. Additionally, the bidders must dismantle the electrical/power cables of the generators from the ground floor and the SECP’s 4th and 5th floors. The average length of these cables is approximately 100 meters from the ground floor to the 4th and 5th floors.
30. During the dismantling of the generators, the bidder must ensure that no damage or loss occurs to the site or building. If any damage or loss does occur, the bidder will be responsible for repairing it at their own expense. Otherwise, the Commission reserves the right to take legal action against the bidder.

31. 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:

The addresses of the locations are as follows;

1. Mr. Adil Hafeez (Islamabad)

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

2. CRO Karachi:

Syed Tahir Ali,
State Life Building-2, Company Registration Office, 4th Floor North Wing, Wallace Road,
I. I. Chundrigar Road, Karachi
+ 92-21-021-99002088

3. CRO Islamabad;

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

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 enclosed as Annex-A.

Bid Submission form

- 1. **Bid for Asset (Ref #):** _____
- 2. **Name of Interested Party:** _____
- 3. **CNIC#** _____
- 4. **NTN#** _____
- 5. **Total Offered Price:** _____
- 6. **Contact Number:** _____
- 7. **Postal Address:** _____
- 8. **Email Address:** _____

Bid Price w.r.t Generators and Surplus Fixed Assets:

Sr. #	Name of Assets	Offered Price (PKR)
Package No: 1		
1	Generator 500 KVA (Perkins) 2 Batteries (Exide) 240 Amp and 90 meters 8 Core Wire	
Package No: 2		
2	Generator 30 KVA FG Wilson with 1 Battery (Exide) 140 Amp and 90 meters 8 Core Wire	
Package No. 3		
3	Surplus Fixed Assets (Except Generators)	
	Total Offered Price for Both Packages No: 1, 2 and 3:	

Total Quoted Price for fixed assets (PKR) excluding tax: _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached to this form is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable with fine or imprisonment according to laws of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated.

Name: _____

Signature and stamp: _____

Date: _____

List of Fixed Assets for Disposal at CRO Karachi:

Sr. No	Description of asset	Qty	Location
1	Office Chair	1	Karachi
2	Office Chair	1	Karachi
3	Office Chair	1	Karachi
4	Office Chair	1	Karachi
5	Office Chair	1	Karachi
6	Office Chair	1	Karachi
7	Office Chair	1	Karachi
8	Office Chair	1	Karachi
9	Office Chair	1	Karachi
10	Office Chair	1	Karachi
11	Office Chair	1	Karachi
12	Office Chair	1	Karachi
13	Office Chair	1	Karachi
14	Office Chair	1	Karachi

15	Office Chair	1	Karachi
16	Office Chair	1	Karachi
17	Office Chair	1	Karachi
18	Office Chair	1	Karachi
19	Office Chair	1	Karachi
20	Office Chair	1	Karachi
21	Office Chair	1	Karachi
22	Office Chair	1	Karachi
23	Office Chair	1	Karachi
24	Office Chair	1	Karachi
25	Office Chair	1	Karachi
26	Office Chair	1	Karachi
27	Office Chair	1	Karachi
28	Office Chair	1	Karachi
29	Office Chair	1	Karachi
30	Office Chair	1	Karachi
31	Office Chair	1	Karachi
32	Office Chair	1	Karachi

33	Office Chair	1	Karachi
34	Office Chair	1	Karachi
35	Office Chair	1	Karachi
36	Office Chair	1	Karachi
37	Office Chair	1	Karachi
38	Office Chair	1	Karachi
39	Office Chair	1	Karachi
40	Office Chair	1	Karachi
41	Office Chair	1	Karachi
42	Office Chair	1	Karachi
43	Office Chair	1	Karachi
44	Office Chair	1	Karachi
45	Office Chair	1	Karachi
46	Office Chair	1	Karachi
47	Office Chair	1	Karachi
48	Office Chair	1	Karachi
49	Office Chair	1	Karachi
50	Office Chair	1	Karachi

51	Office Chair	1	Karachi
52	Office Chair	1	Karachi
53	Office Chair	1	Karachi
54	Office Chair	1	Karachi
55	Office Chair	1	Karachi
56	Office Chair	1	Karachi
57	Office Chair	1	Karachi
58	Office Chair	1	Karachi
59	Office Chair	1	Karachi
60	Office Chair	1	Karachi
61	wood counter	1	Karachi
62	side rack	1	Karachi
63	server cabinet	1	Karachi
64	Steel Almirah	1	Karachi
65	Steel Almirah	1	Karachi
66	Steel Almirah	1	Karachi
67	File cabinet	1	Karachi
68	File cabinet	1	Karachi

69	File cabinet	1	Karachi
70	File cabinet	1	Karachi
71	File cabinet	1	Karachi
72	File cabinet	1	Karachi
73	File cabinet	1	Karachi
74	File cabinet	1	Karachi
75	File cabinet	1	Karachi
76	File cabinet	1	Karachi
77	Book Shelf	1	Karachi
78	Side Rack	1	Karachi
79	Office Cabinet	1	Karachi
80	Office Cabinet	1	Karachi
81	Office Cabinet	1	Karachi
82	Office Cabinet	1	Karachi
83	Office Cabinet	1	Karachi
84	Office Cabinet	1	Karachi
85	Office Cabinet	1	Karachi
86	Office Cabinet	1	Karachi

87	Office Cabinet	1	Karachi
88	Office Cabinet	1	Karachi
89	Office Cabinet	1	Karachi
90	Office Cabinet	1	Karachi
91	Office Cabinet	1	Karachi
92	Office Table (SO)	1	Karachi
93	Office Table-Staff	1	Karachi
94	Office Table (SO)	1	Karachi
95	Office Table-Staff	1	Karachi
96	Office Table (SO)	1	Karachi
97	Office Table (SO)	1	Karachi
98	Office Table	1	Karachi
99	Office Table	1	Karachi
100	Office Table	1	Karachi
101	Office Table	1	Karachi
102	Office Table	1	Karachi
103	Office Table	1	Karachi
104	Office Table	1	Karachi

105	Office Table	1	Karachi
106	Office Table-Staff	1	Karachi
107	Office Table-Staff	1	Karachi
108	Office Table-Staff	1	Karachi
109	Office Table-Staff	1	Karachi
110	Office Table-Staff	1	Karachi
111	Office Table-Staff	1	Karachi
112	Office Table-Staff	1	Karachi
113	Office Table-Staff	1	Karachi
114	Office Table-Staff	1	Karachi
115	Office Table-Staff	1	Karachi
116	Office Table-Staff	1	Karachi
117	Work Station Table	1	Karachi
118	Work Station Table	1	Karachi
119	Work Station Table	1	Karachi
120	Work Station Table	1	Karachi
121	Work Station Table	1	Karachi
122	Work Station Table	1	Karachi

123	Work Station Table	1	Karachi
124	Work Station Table	1	Karachi
125	Work Station Table	1	Karachi
126	Work Station Table	1	Karachi
127	Work Station Table	1	Karachi
128	Work Station Table	1	Karachi
129	Work Station Table	1	Karachi
130	Work Station Table	1	Karachi
131	Work Station Table	1	Karachi
132	Work Station Table	1	Karachi
133	Work Station Table	1	Karachi
134	Work Station Table	1	Karachi
135	Work Station Table	1	Karachi
136	Work Station Table	1	Karachi
137	Work Station Table	1	Karachi
138	Work Station Table	1	Karachi
139	Work Station Table	1	Karachi
140	Work Station Table	1	Karachi

141	Work Station Table	1	Karachi
142	Work Station Table	1	Karachi
143	Work Station Table	1	Karachi
144	Work Station Table	1	Karachi
145	Work Station Table	1	Karachi
146	Work Station Table	1	Karachi
147	Work Station Table	1	Karachi
148	Work Station Table	1	Karachi
149	Work Station Table	1	Karachi
150	Work Station Table	1	Karachi
151	Work Station Table	1	Karachi
152	Work Station Table	1	Karachi
153	side rack	1	Karachi
154	Office table	1	Karachi
155	Office table	1	Karachi
156	Sofa Seat	1	Karachi
157	Sofa Seat	1	Karachi
158	Sofa Seat	1	Karachi

159	Sofa Seat	1	Karachi
160	Sofa Seat	1	Karachi
161	Sofa Seat	1	Karachi
162	Sofa Seat	1	Karachi
163	Sofa Seat	1	Karachi
164	Sofa Seat	1	Karachi
165	Sofa Seat	1	Karachi
166	Sofa Seat	1	Karachi
167	Sofa Seat	1	Karachi
168	Sofa Seat	1	Karachi
169	Sofa Seat	1	Karachi
170	Sofa Seat	1	Karachi
171	Sofa Seat	1	Karachi
172	Sofa Seat	1	Karachi
173	Sofa Seat	1	Karachi
174	Sofa Seat	1	Karachi
175	Sofa Seat	1	Karachi
176	Carpet	Lumpsum	Karachi

177	blinds	Lumpsum	Karachi
178	Workstation	1	Karachi
179	Workstation	1	Karachi
180	Workstation	1	Karachi
181	Workstation	1	Karachi
182	Workstation	1	Karachi
183	Workstation	1	Karachi
184	Workstation	1	Karachi
185	Workstation	1	Karachi
186	wood partition	1	Karachi
187	Carpet	Lumpsum	Karachi
188	blinds	Lumpsum	Karachi
189	HP LaserJet Enterprise M605	1	Karachi
190	HP LaserJet Enterprise M605	1	Karachi
191	UPS AC APC-SRT10000VA / 10KVA	1	Karachi
192	UPS AC APC-SRT10000VA / 10KVA	1	Karachi
193	Microwave Oven of 42 Ltr Homage	1	Karachi
194	Microwave Oven DAWLANCE	1	Karachi

195	Microwave Oven PEL	1	Karachi
196	Dawlance Microwave 36-38 LTR	1	Karachi
197	Microwave Oven Dawlance 36 Ltr	1	Karachi
198	Ticket Dispensing Unit with Screens and server machines	1	Karachi
199	Paper Shredder Machine	1	Karachi
200	Photocopier Machine Canon	1	Karachi
201	Photocopier Machine SAMSUNG	1	Karachi
202	Electric Geyser of 10 to 15 liters	1	Karachi
203	Electric Geyser of 10 to 15 liters	1	Karachi
204	Refrigerator-Dawlance	1	Karachi
205	Haier Water Dispenser	1	Karachi
206	Pedistal Fan	1	Karachi
207	Pedistal Fan	1	Karachi
208	Pedistal Fan	1	Karachi
209	Pedistal Fan	1	Karachi
210	Pedistal Fan	1	Karachi
211	Pedistal Fan	1	Karachi
212	Pedistal Fan	1	Karachi

213	Pedistal Fan	1	Karachi
214	Pedistal Fan	1	Karachi
215	Pedistal Fan	1	Karachi
216	Pedistal Fan	1	Karachi
217	Pedistal Fan	1	Karachi
218	Pedistal Fan	1	Karachi
219	Pedistal Fan	1	Karachi
220	Pedistal Fan	1	Karachi
221	Pedistal Fan	1	Karachi
222	Pedistal Fan	1	Karachi
223	Pedistal Fan	1	Karachi
224	Pedistal Fan	1	Karachi
225	Pedistal Fan	1	Karachi
226	Pedistal Fan	1	Karachi
227	Pedistal Fan	1	Karachi
228	Pedistal Fan	1	Karachi
229	Pedistal Fan	1	Karachi
230	Pedistal Fan	1	Karachi

231	Pedistal Fan	1	Karachi
232	2 Ton Air Conditioner Kenwood	1	Karachi
233	2 Ton Air Conditioner Kenwood	1	Karachi
234	1 Ton Air Conditioner General	1	Karachi
235	1.5 Ton Air Conditioner Kenwood	1	Karachi
236	1.5 Ton Air Conditioner Kenwood	1	Karachi
237	1.5 Ton Air Conditioner Kenwood	1	Karachi
238	2 Ton Air Conditioner Kenwood	1	Karachi
239	2 Ton Air Conditioner Kenwood	1	Karachi
240	2 Ton Air Conditioner Kenwood	1	Karachi
241	2 Ton Air Conditioner Kenwood	1	Karachi
242	2 Ton Air Conditioner Kenwood	1	Karachi
243	2 Ton Air Conditioner Kenwood	1	Karachi
244	2 Ton Air Conditioner Kenwood	1	Karachi
245	2 Ton Air Conditioner Kenwood	1	Karachi
246	1.5 Ton Air Conditioner Kenwood	1	Karachi
247	2 Ton Air Conditioner Haier	1	Karachi
248	2 Ton Air Conditioner General	1	Karachi

249	Full Height Partition MDF	1	Karachi
250	Fax Machine (Panasonic)	1	Karachi
251	Full Height Partition MDF	1	Karachi
252	LED TV (Samsung)	1	Karachi
253	Cable Box for LCD	1	Karachi
254	Paper Shredder (Intimus)	1	Karachi
255	T.V (L.G)	1	Karachi
256	Water Dispenser (Accent)	1	Karachi
257	Water Dispenser (Homage)	1	Karachi
258	Junk items (water dispencer, Qty:1, spiral binding (DBS), Qty: 1)	Lumpsum	Karachi
259	Generator (Perkins 500 KVA)	1	Karachi
260	Generator (F.G Wilson 30 KVA)	1	Karachi

List of fixed Assets for Disposal at Islamabad:

Sr. No	Description	Qty	Location
1	office cabinet	1	I-9 Markaz
2	office cabinet	1	I-9 Markaz
3	office cabinet	1	I-9 Markaz
4	office cabinet	1	I-9 Markaz

5	office cabinet	1	I-9 Markaz
6	office cabinet	1	I-9 Markaz
7	office cabinet	1	I-9 Markaz
8	office cabinet	1	I-9 Markaz
9	office cabinet	1	I-9 Markaz
10	office cabinet	1	I-9 Markaz
11	office cabinet	1	I-9 Markaz
12	office cabinet	1	I-9 Markaz
13	office cabinet	1	I-9 Markaz
14	office cabinet	1	I-9 Markaz
15	office cabinet	1	I-9 Markaz
16	office cabinet	1	I-9 Markaz
17	office cabinet	1	I-9 Markaz
18	office cabinet	1	I-9 Markaz
19	office cabinet	1	I-9 Markaz
20	office cabinet	1	I-9 Markaz
21	office cabinet	1	I-9 Markaz
22	office cabinet	1	I-9 Markaz

23	office cabinet	1	I-9 Markaz
24	office cabinet	1	I-9 Markaz
25	office cabinet	1	I-9 Markaz
26	office cabinet	1	I-9 Markaz
27	Junk items (padestal fans qty: 04,)	lumpsum	I-9 Markaz
28	water dispencer	1	I-9 Markaz
29	Air conditioner orient 1.5 ton	1	I-9 Markaz
30	Air conditioner (mitshubishi, 1.5 ton)	1	I-9 Markaz
31	Steel rack	1	I-9 Markaz
32	Steel rack	1	I-9 Markaz
33	Steel rack	1	I-9 Markaz
34	Steel rack	1	I-9 Markaz
35	TV LG brand	1	I-9 Markaz
36	TV LG brand	1	I-9 Markaz
37	TV sony brand	1	I-9 Markaz
38	Refrigerator (dawlence)	1	I-9 Markaz
39	office table	1	I-9 Markaz
40	office table	1	I-9 Markaz

41	office table	1	I-9 Markaz
42	office table	1	I-9 Markaz
43	carpet (10th floor)	lumpsum	I-9 Markaz
44	office table	1	CRO Islamabad
45	office table	1	CRO Islamabad
46	office table	1	CRO Islamabad
47	office table	1	CRO Islamabad
48	office table	1	CRO Islamabad
49	office table	1	CRO Islamabad
50	office table	1	CRO Islamabad
51	office table	1	CRO Islamabad
52	office table	1	CRO Islamabad
53	office table	1	CRO Islamabad
54	office chair	1	CRO Islamabad
55	office chair	1	CRO Islamabad
56	office chair	1	CRO Islamabad
57	office chair	1	CRO Islamabad
58	office chair	1	CRO Islamabad

59	office chair	1	CRO Islamabad
60	office chair	1	CRO Islamabad
61	office chair	1	CRO Islamabad
62	office chair	1	CRO Islamabad
63	office chair	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	office cabinet	1	CRO Islamabad
72	office cabinet	1	CRO Islamabad
73	office cabinet	1	CRO Islamabad