



**SECURITIES AND EXCHANGE COMMISSION OF
PAKISTAN**

Tender No. **T# 02(DISPOSAL)/2024-25**

INVITATION TO BID
Disposal of Surplus Fixed Assets in Karachi

The Securities and Exchange Commission of Pakistan invites interested and qualified bidders to submit their best offers through sealed bids for the purchase of surplus fixed assets located in Karachi. A detailed list of assets available for disposal can be viewed on our website: www.secp.gov.pk/procurement

The "Invitation to Bid" documents, which include detailed terms and conditions, are available for download on the SECP website. All assets will be sold on an "**AS IS, WHERE IS**" basis. Prospective buyers may inspect the assets at State Life Building No. 2, 4th Floor, Wallace Road, Off I. I. Chundrigar Road Karachi.

Bid Submission Guidelines:

- Bidders must submit sealed bids accompanied by an earnest deposit of 10% of the bid amount, in the form of a pay order or bank draft made payable to SECP.
- Sealed bids must be delivered either by courier or by hand to the designated officer at SECP's head office in Islamabad no later than 11:00 AM on **November 22, 2024**.
- Bids will be opened on the same day at **11:30 AM** at SECP's head office in Islamabad.

Contact for Further Information:

For inquiries or clarifications, please contact

Mr. Noman Sarwar Kaka
Management Executive, Administration Department, Karachi
Tel: 0305-8359694

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. "Invitation to Bids" Identification Number **T# 02(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 If the bid (s) is withdrawn after opening and before the completion of the auctioning process i.e. identification of successful bidders, then Earnest Money submitted with such bid (s)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.
10. The successful bidder will be responsible for collecting the items from each CRO at his transport and making any other arrangements.
11. The Commission reserves the right to accept or reject any offer without providing any reason. The Commission has the right to dispose of all items on a lump sum or partial basis. The Commission may hold any item from the disposal list for the future. Quoted price by the vendor shall be calculated on total quoted cost/total no. of assets mentioned in the list, will be adjusted. The Commission's decision will be final and binding on all matters related to the tender.
12. Interested parties may visit to look the condition of assets for disposal at Karachi from 10am to 4pm on 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. Interested parties shall assume full responsibility for any taxes as may be required by the law.
17. Bids shall not be submitted electronically. Telegraphic and conditional bids will also not be accepted.

18. 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: November 22, 2024

Time: **1100 Hrs.**

23. The bid opening shall take place on:

Date: November 22, 2024

Time: **1130 Hrs.**

A statement “**Do Not Open Before 1130 Hrs on November 22, 2024**, shall be clearly mentioned on the top of the sealed bid.

24. Bids received after the due date and time will not be entertained.
25. 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).
26. 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.
27. In case 1st bidder has failed to deposit the quoted amount within 03 days, the Commission has the right to reject the offer made by the 1st bidder and to award the work to the 2nd highest bidder.
28. All kind of dismantling of workstations, wood/glass partition, glass wall (if any) and loading/unloading from the floors shall be responsibility of the vendor. After dismantling, the vendor shall ensure that all electrical/networking points are properly tapped and packed for future use and to avoid any incident. Vendor will ensure collection of surplus assets within one day.
29. All vendors have to offer their rates excluding taxes as per the format provided in Annex-A.
30. 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. the address of the CRO Karachi office is following;

Noman Kaka/Syed Tahir Ali,

State Life Building-2, Company Registration Office, 4th Floor North Wing, Wallace Road,

I. I. Chundrigar Road, Karachi

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

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 Surplus Fixed Assets:

Sr. #	Name of Assets	Offered Price (PKR)
1	Offered price for all items	
	Total Offered price	

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: _____