



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 03-11/12

TENDER NOTICE

The Securities & Exchange Commission of Pakistan invites sealed tenders from well established & well reputed GST/NTN registered firms for Nos. (72) AIR CONDITIONER MAINTENANCE SERVICES for Karachi offices for the year 2011-12. Financially sound firms which are able to provide maintenance services may send their sealed tenders to the undersigned in an envelope clearly marked **“AIR CONDITIONER MAINTENANCE SERVICES 2011-2012.”**

Terms and conditions may be obtained from this office during office hours (10.00 a.m. to 05.00 p.m.) Mon-Fri or by visiting our website www.secp.gov.pk/procurment.asp. Last date for submission of tenders is **28th September, 2011** till 11.00 a.m. and these will be opened on the same day at 11.30 am.

The Commission reserves the right to accept, cancel / reject, amend all or any part of the tender.

Administration Department
Securities and Exchange Commission of Pakistan
4th floor- SLIC Building No. 2 Wallace Road, Karachi
Phone: 021-99213423

TERMS AND CONDITIONS
FOR
AIR CONDITIONER MAINTENANCE SERVICES 2011-2012

The Commission intends to acquire services for the subject matter; the quantity of the ACs is 72 Nos. of different tonnage. The services will be required under following terms & conditions:

1. **Scope Of Work:** includes but not limited to, Periodic maintenance (gas charging, AC service etc), corrective maintenance, bi-weekly/weekly visits, 24 hours technician availability for server room, upkeep and maintenance of running condition for ACs, Response time in case of emergency, air filter cleaning, washing of evaporator and condenser, in/out door unit servicing and complete test (electrical & Gas system checking for current drawn, oil leaks and grill temperature). Replacement of parts will be on as per actual basis and on market competitive rates.
2. **Price:** must be inclusive of all taxes applicable by Govt. of Pakistan.
3. **Rates:** Complete in all respect i.e. gas charging, general maintenance, electrical work (if required) on per UNIT basis.
4. **NTN & GST:** numbers should be mentioned on the quote.
5. **Delivery:** and warranty must be mentioned on the quote (if applicable).
6. **Validity:** The charges quoted must remain valid for minimum 180 days.
7. List of Ac's along with make, tonnage etc can be obtained from the numbers mentioned on the phone or by visiting the concerned office on weekdays Mon-Fri((am to 5pm)