



Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

Subject: Outsource Photocopying Services at CRO Office, Islamabad

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, **for providing photocopier services at CRO Islamabad Office.**

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by the Govt. of Pakistan. Any other charges not mentioned in the quote will not be entertained after selection of the quotation.
- “Quotations of Photocopier Services” should be clearly mentioned at the top left of the envelope.
- Rates of the photo copier services should be quoted in accordance with imported A-4/A-3 sized white paper (80 grams). Monthly photocopies will be between 6,000 to 8,000.
- Vendor will provide the Machines will all accessories, Toner, Paper Operator.
- In case of any risk of theft, fire or any accidental damages to machines will be vendor liability.
- If Operator does not attend office, then service provider will be responsible to provide resource person as replacement, immediately.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per the deadline specified on SECP’s Website.
- **Duration of Services:** Time period for the required services is one year and may be extended for another year or any time period mutually agreed upon by the selected firm and the Commission.
- **Legal Agreement** Selected from will have sign a legal agreement with the Commission for provision of services.

Note: SECP reserves the right to relax any condition as per its requirement.

If you are interested, you may submit a sealed quotation for the above item/services to the undersigned within the specified period, at the following address: SECP, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)