



# Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

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**Subject: Dry Cleaning Services Required at SECP's Head Office, Islamabad.**

The Commission intends to avail Laundry Services for the Year 2013-2014 at SECP's Head Office.

Detailed "Scope of Work" for the said requirement is attached as Annex "A".

## **Terms & Conditions**

- **Prices** must be inclusive of all taxes applicable by the Govt. of Pakistan for one year. Offered rates shall include all the costs. Any other charges not mentioned in the quote will not be entertained after selection of the quotation.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per the deadline specified on SECP's Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm and selected firm will be engaged in a legal annual agreement.
- **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.
- **Service Satisfaction:** In case, services of the selected firm are not as per the requirement then the Commission may cancel the issued Purchase Order and terminate the agreement. The Commission reserves the right to make or not make any payment to the selected firm in such a case.

***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.**

An early and quick response will be highly appreciated.

With best regards,

M. Ubaidullah Khalid  
Assistant Director (Admin)

**Scope of Work**

- Services with respect to frequency are required for/on following basis:

S. No.	Items for Laundry	Estimated Qty per month	Service Frequency
a.	Dry cleaning of Towels	350	Daily
b.	Dry cleaning of Bed Sheets, Pillow covers, Mattress Covers	30,20	Weekly

- Any other necessary requirement will be completed within quoted amount by the interested firm.
- Quote in following format:

S. No.	Rate Required as Under	Rate	Remarks
1	Rate Without Taxes Per Bed Sheet	?	
2	Rate with Taxes Per Bed Sheet	?	
3	In case of increase /decrease Per Unit price (with taxes) of Bed Sheet	?	
4	Rate Without Taxes Per Pillow Cover	?	
5	Rate with Taxes Per Pillow Cover	?	
6	In case of increase /decrease Per Unit price (with taxes) of Pillow Cover	?	
7	Rate Without Taxes Per Towel	?	
8	Rate with Taxes Per Towel	?	
9	In case of increase /decrease Per Unit price (with taxes) of Towel	?	

**Note:**

- Tax included in the above required rate must be mentioned.
- Quantity of the items to be washed may increase or decrease.
- Selected Supplier will have to arrange pick & drop of the items at his own cost from Islamabad Head Office and the Commission will pay no extra cost for it.
- Dry cleaning of any item other than frequency mentioned above may be required on as and when required basis.