



Securities and Exchange Commission of Pakistan
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Support Service Division/Administration Department
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September 27 '2013

Subject: MAINTENANCE KIT FOR LASER JET PRINTER P4014/P4015

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, for providing and replacing of following items as per terms and condition mentioned in the Annex: "A":-

1. Maintenance Kit for Laser Jet printer P4014/P4015, HP

Terms & Conditions

- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Delivery** time within one week of receiving of P.O.
- **Validity** Minimum 15 Days from quoted date.
- **Bid Submission** Time within 4 days after receiving this RFQ.
- **Warranty Period:** Standard (If applicable)

Note: In case of any query you may visit the sight/location or contact undersigned.

Sealed quotations clearly marked "**MAINTENANCE KIT FOR LASER JET PRINTER P4014/P4015**" may reach the above mentioned address by October 3rd 2013.

An early and quick response will be appreciated.

With best regards.

Sajjad Ahmed
Deputy Director

Terms & Conditions

- The vendor shall provide quotation of providing and repair of Maintenance Kit for Laser Jet printer P4014/P4015, HP including labor (installation) with material, complete in respect.
- Providing and Replacing of Maintenance Kit for Laser Jet printer P4014/P4015, HP should be done within 7 days of issuance of work order.
- Vendor shall be responsible for any technical fault that may arise after Maintenance Kit for Laser Jet printer P4014/P4015, HP
- Vendor shall be liable to mention the warranty period of Maintenance Kit for Laser Jet printer P4014/P4015, HP along with the quotation.
- The Commission reserves the right to accept or reject any or all quotations; without assigning any reason.
- Vendor has to provide genuine part of Maintenance Kit for Laser Jet printer P4014/P4015, HP
- Vendor shall be liable to reinstallation and commission of Network printer at our Karachi office after repair.
- Quoted rates should be inclusive of all applicable taxes.
- **“Quotations for MAINTENANCE KIT FOR LASER JET PRINTER P4014/P4015)”** should be clearly mentioned at the top left of the envelope.
- Quotations received by Fax or e-mail shall not be accepted. Unsealed quotations will not be attended.
- The vendor should be registered with income or sales tax departments.