



# Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

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**Subject: Provision and Maintenance Services for 200 Plants at SECP's Head Office, Islamabad**

The Commission intends to avail Plant Services for the Year 2013-2014 at SECP Head Office at Islamabad.

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, on monthly basis; however, in case of increase/decrease in no. of plants, price for each plant for every month may be quoted. 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

- Contractor should have Plants nursery in the CDA approved area and contract will be signed in the name of Nursery with SECP.
- The Contractor shall decorate the Head office building by placing 200 green plants at the best possible spots within the Commission`s numerous offices` with the assistance of his/her own staff.
- The contractor shall provide the plants in 16, 18, 20, 22 or 24 inches clay pots as required by the Commission, with appropriately sized clay trays beneath them.
- The height of each plant will be decided by the client and the sizes of pots will be proportionate to the sizes of the plants..
- The height of each plant shall be between 4 feet to 8.5 feet. Please note that the plants cannot be shorter than 4 feet each and will be selected by representative from the Commission.
- If required, all the clay Pots and Trays shall be painted periodically by the contractor, according to the color specified by the SECP`s Admin Department.
- The Contractor will be responsible for regular fertilizing through Photogene, plant food, use of leaf shine sprays like Miracle Grow and regular spraying of insecticide when required,
- The Contractor will arrange for watering, cleaning and pruning of plants on a DAILY basis.
- The Contractor shall take necessary preventive and corrective measures to ensure that the plants remain healthy.
- It is the Contractor`s responsibility to IMMEDIATELY replace unhealthy plants with healthy ones without any additional charge to the Commission.
- Any other requirements necessary to maintain the plants will be completed within the quoted amount by the interested firm.
- Quote in the following format:

S. No.	No. of Plants Required	Flower Pot Size	Rate	Remarks
1	Rate Without Taxes Per Plant	?	?	
2	Rate with Taxes per Plant	?	?	
3	Total offered Price for 200 Plants with taxes	?	?	
	<b>In case No. of Plants Increase / Decrease</b>	?		
4	Per Unit price (with taxes)of plant	?	?	

Note:

1. Rates of plants in different sized pots according to height, if the rates vary then interested firm may attach another sheet reflecting same attributes.
2. Tax included in the above required rate must be mentioned.
3. Quantity of the plants may increase or decrease.
4. Selected Supplier will have to arrange pick & drop of the plants at his/her own cost from Islamabad Head Office and the Commission will pay no extra cost for it.