



Securities and Exchange Commission of Pakistan
State Life Building # 2, 4th Floor Admin. Dept. Wallace Road,
Off. I.I. Chandigarh Road, Karachi.
Support Services Division
(Administration Department)

**Subject: Providing Annual Operation and Maintenance Services for SDMO
(500 KVA Gen Set installed at SRO Office, SLIC Bld #2, Karachi)**

The Commission intends to have annual maintenance and services agreement for 500 KVA SDMO Gen Set installed at State Life Insurance Building #2 for its Southern Regional Office (SRO) at Karachi for which term and conditions are given on Annex "A".

Terms and Conditions

- **Interest Firms must be** registered with sales tax department and having national tax number (NTN).
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Validity** Minimum 30 Days from quoted date.
- **Bid Submission date** within 07 days of publishing of this RFQ or as per last date on website
- **Warranty Period:** must be mentioned on the quote (if applicable).
- **Dealer:** interested firms are required to provide letter of authorization from respective principal that the firm is their sole /authorized partner / dealer / distributor.
- The Commission reserves the right to accept or reject any or all bids received.

If you are interested, please submit sealed quotation for the above item to the undersigned SECP, State Life Building # 2, 4th Floor Admin. Dept. Wallace Road Off. I.I. Chundrigar, Karachi within the specified period.

An early and quick response will be appreciated.

With Kind Regards.

Sajjad Ahmed
Administration Department

Terms and Conditions

- **Quotation should be for 12 months period from 1st July 2015 to 30th June 2016 to provide Operation and Maintenance Services for power backup generator (500 KVA – SDMO) installed at SECP office (SRO Karachi) including :**
 1. One attendant (with adequate knowledge of large capacity Gen sets, well trained and qualified) from 9:00am to 9:00pm (Daily except off days / gazette holidays)
 2. One monthly routine maintenance visit at site for ascertaining fool proof functionality of the Gen set and identifying technical problems (if any), proactive measures required etc., throughout the maintenance contract period.
 3. Five Emergency visits, if deemed necessary for the maintenance of the unit or for trouble shooting of any technical problem (if any) throughout the maintenance contract period.
- Successful bidder has to sign an annual contract for providing maintenance and operation services for 500 KVA Get Set installed at Karachi.
- The vendor should be registered with income or sales tax departments.
- NTN number should be mentioned on the quotation.
- Quotations should be provided within 7 days.
- The Commission reserves the right to accept or reject any or all quotations; without assigning any reason.
- Quoted rates should be inclusive of all applicable taxes.
- All offers should be valid for at least one hundred and twenty (120) calendar days.
- **Quotations for “Operation and Maintenance Services for power backup generator (500 KVA – SDMO)”** 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.