



Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad

(Support Services Division)

(Administration Department)

Subject: Services Required for Maintenance, Gas Charging, Testing and Servicing of Air conditioners at SECP Head Office and CRO Islamabad for the year 2015 -16.

The Commission intends to outsource services for maintenance, gas charging, testing and servicing (without parts) of air conditioners installed at SECP Head Office and CRO Islamabad.

List of Air conditioners and detailed scope of Work is attached as per **Annex A**.

Terms and Conditions

- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Quotation Validity Date:** Minimum 30 Days from quoted date.
- **Clients** list should be provided
- **Bid Submission** Time is as given on SECP Website.
- **Legal Agreement:** Successful bidder will have to sign a legal agreement for the required services with the Commission. Agreement may be extended for another year or any period mutually agreed between both parties on same terms and conditions.
- **Number of Air Conditioners may increase/decrease as per requirement of SECP.**

If you are interested, please submit sealed quotation for the above item to the undersigned at SECP, 63-Jinnah Avenue, NICL Building, Blue Area, Islamabad within the specified period.

Best regards.

M. Ubaidullah Khalid
Assistant Director (Admin)

Scope of Work
Detail of Air Conditioners

Sr. No.	Air Conditioner (AC) Type	Capacity (Tons)	Services Duration	Qty
1	Split AC, Standing units and Concealed units	1	06 Months (April 1 - Sep 30, 2016)	4
		1.5		99
		2		23
		2.5		0
		4		13
		1.5	12 Months (1 st Nov 2015 to 31 th Oct 2016)	3
		4		4

Major Scope of the services will be based on following,

- The Contractor shall be responsible for Repair and Maintenance services and Gas filling of (139) ACs installed at Head office and CRO office at Islamabad to the entire satisfaction of the Commission. AC Services will be required to perform on weekly and monthly basis.
- Agreement will cover the complete maintenance including cleaning, lubrication, and adjustment, testing and repair labor of normal usage.
- The Contractor will provide 02 technical experts for providing the above mentioned services/trouble shooting complains and will make sure their presence in the commission premises during office hours.
- The contractor will provide the schedule of daily, weekly, monthly check-ups besides the routine trouble shooting etc and will maintain complete maintenance data base of all AC's
- The contractor will conduct the survey of all ACs installed in the commission premises and will submit report accordingly.