



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Administration Department)

**Subject: Quotation required for Supply and Installation of Roll Up Blinds at SECP
Head Office Islamabad.**

The Securities and Exchange Commission of Pakistan invites sealed quotations from well reputed and financially sound firms/contractors for Supply and Installation of Roll-Up Blinds at SECP Head Office, Islamabad.

Detail Terms of Reference (TOR's) as Annex "A".

- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Delivery** time within one week of receiving of P.O.
- **Validity** Minimum 30 Days from quoted date.
- **Bid Submission.** Time mentioned on SECP website.
- **Quantity** required may increase or decrease.
- **Warranty Period:** warranty must be mentioned on the quote (if applicable).

If you are interested, you may submit a sealed quotation for the above item/services within the specified period, at the following address:

SECP, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

TERMS OF REFERENCE (TOR's)

1. Provide and fix in position thick roller blinds with thick fabric, Make in selected color and shade, includes all screws, rawal plugs etc. required for fixing and accessories, complete in all respects as per sample.
2. Measurement of required roll up blinds is 5,00 Sq. Ft approx.. Sample can be seen by visiting SECP head office building between 10 am to 4 pm.
3. Measurement: be taken as actual site visit and sample would be required with profile for selection purpose. Invoice will be verified based on actual measurement installed (square feet area).
4. Firm will provide one year warranty of material provided, on all fittings and equipment installed.
5. 15% amount will be withheld for three months as retention amount/performance guarantee and will be released upon completion of three months period.