



Securities and Exchange Commission of Pakistan  
State Life building # 2, 4<sup>th</sup> Floor Wallace Road-Karachi  
Support Service Division/Administration Department  
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January, 10<sup>th</sup> 2014

**Subject: MAINTENANCE INDOOR PLANTS**

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, for provision of providing and maintaining 125 number of plants at 4<sup>th</sup> & 5<sup>th</sup> floor of our office premises as annual contract of following terms and condition mentioned in the Annex: "A":-

1. Maintenances indoor plants.

**Terms & Conditions**

- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Bid Submission** Time within 7 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 "" may reach the above mentioned address by "**Quotations for providing and maintaining plants**" 17<sup>th</sup> January, 2014.

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 Maintenance of indoor plants including labor with material, complete in respect.
- Providing and Maintenance of indoor plants should be done within 7 days of issuance of work order.
- The Vendor shall provide 125 number of plants at 4<sup>th</sup> & 5<sup>th</sup> floor of State Life Building # 2, Wallace Road Off: I I Chandigarh Road, Karachi
- Vendor shall provide 125 plants with regular feedings like photogenes, slow release fertilizers, leaver shine and there shall be regular sprays to keep insects away.
- The Commission reserves the right to accept or reject any or all quotations; without assigning any reason.
- All plants shall be in clay pots with extra PVC pot/water trays of uniform paint.
- The vender shall has to depute its staff to look after the plants at site such as watering, cleaning, feeding and pruning on alter days.
- Quoted rates should be inclusive of all applicable taxes with a validity of 90 days.
- **Quotations for “PROVIDING AND MAINTENANCE OF INDOOR PLANTS”** 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.