



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

Subject: Services required for Annual Repair and Maintenance of Photocopier Machines installed at SECP Head Office Islamabad for the year 2016

The Commission intends to outsource services for Annual Repair and Maintenance of Photocopier Machines at SECP Head Office Islamabad for the year 2016.

List of Photocopier Machines and detailed Scope of Work is attached as **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.
- **Number of photocopier machines 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:

The service provider shall be responsible to provide:

1. Regular monthly preventive and corrective maintenance services to ensure that photocopier machines are in sufficient mechanical condition and continuing operation.
2. Repair and Maintenance service is to be performed SECP Head Office, NICL Building, Blue Area, Islamabad.
3. New and original manufacturer's parts and supplies or parts and supplies with quality and performance equal to those of the original manufacturer (including developer, drums, paper rollers, circuit boards, power supplies, and other necessary or optional parts and supplies, labor necessary to maintain the photocopier machines in satisfactory operational condition.
4. Prompt preventative and remedial maintenance during SECP Office hours, Monday through Friday, 9:00 AM - 5:00 PM.
5. The contractor must be pay one monthly preventive maintenance visit and also provide service response within 24 hours of placing an order for services.
6. Must be authorized dealer of Manufacturer.
7. Certified service technicians as may be required;
8. All repairs and maintenance services shall be in accordance with manufacturer's guidelines, instructions, manuals, standards, and procedures.
9. The Contractor shall also provide on-call remedial maintenance if so required.
10. Contractor shall assign only persons who have sufficient training, education, and experience to successfully perform Contractor's duties. If the SECP is dissatisfied with any of Contractor's personnel, for any reason or no reason, Contractor shall be liable to replace them with qualified personnel.
11. The detail of available machines:

S. NO	Brand	Model	QTY
1	Nashuatec	MP-6001	1
		MP-3053	1
		MP-4002 AD	1
		MP-3053	1
		MP-3053	1
		MP-3053	1
		MP-3053	1
Total			7